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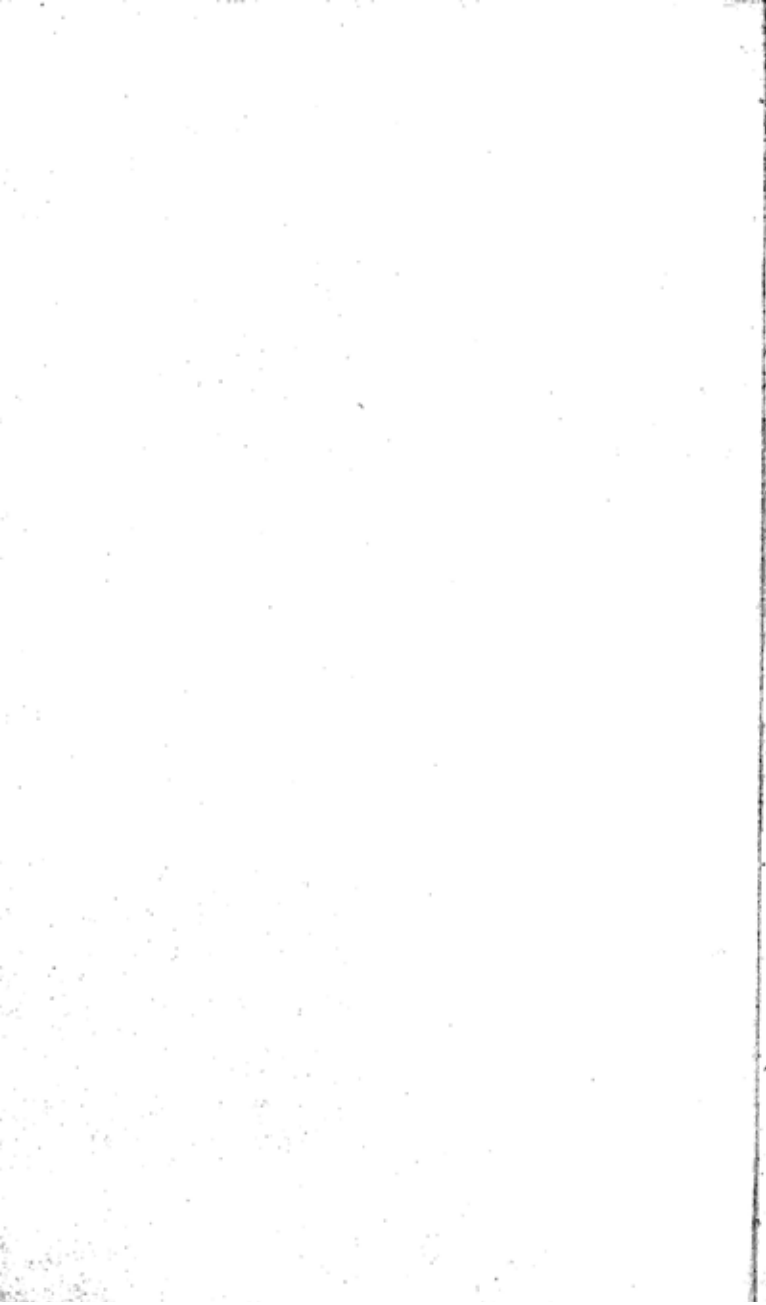
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**REFERENCE ASSISTANCE**  
**TO**  
**INDIAN READERS**

**FAZAL ELAHI**



DEDICATED TO  
PROFESSOR DR. WALI MOHAMMAD  
M. A., (Punjab), B. A., (Cantab), Ph. D., (Gottingen)  
*Indian Education Service*  
President All India Library Association as a small  
token of the author's esteem for a great personality.

**REFERENCE ASSISTANCE**  
**TO**  
**INDIAN READERS**  
**A TEXT BOOK FOR LIBRARIANS**

BY  
**FAZAL ELAHI**  
B. A. (Hons), Dip. L. Sc. (London), F. L. A.  
*Lucknow University Library*

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WITH AN  
**INTRODUCTION**  
BY

**Prof. Dr. RADHAKAMAL MUKERJEE**  
M. A., Ph. D.,  
Head of the Department of Economics and Sociology,  
*Lucknow University.*



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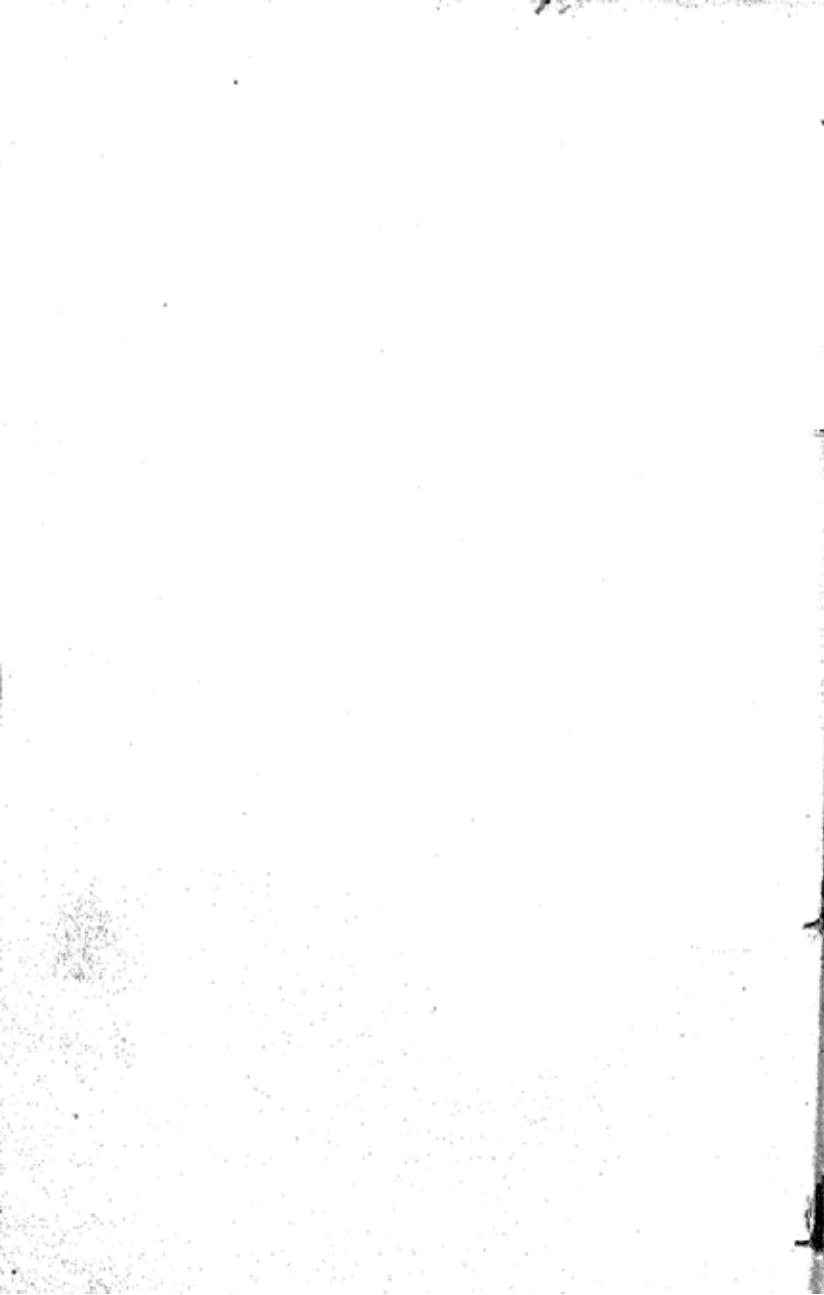
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## P R E F A C E

During my constant touch, as a library worker, for well over fifteen years, with books and readers of all descriptions and tastes I have discovered that neither the average Indian reader knows where to look for information to assist him in his work nor the average librarian in India makes an effort to assist him. The reason is that the research scholar or the reference assistant is handicapped in his efforts due to the lack of a comprehensive reference book. In Western countries books which are useful for this purpose, are available no doubt, but almost all of them are limited in their scope in as much as they deal only with particular topics or special branches of knowledge and cannot, therefore, satisfy the needs of all. Often one has to fumble in the vast and ever-multiplying literature on all aspects of human knowledge to find out what one needs. The twentieth century does not permit of a leisurely search in the acquisition of knowledge in any direction. A quick reference book is almost a *Sine qua non*. I have tried to condense a vast quantity of reference material in this handy booklet suitable equally for personal and desk use of the worker in a library and for the serious type of reader.

In India, so far, very little has been written about reference work as a special branch of librarianship. The librarian of today is considered

to be a human intermediary between the reader and the right book. For effective study of this branch of librarianship, an intimate acquaintance with important reference books is very essential. This book is intended to meet this need. The aim has been to present a real introductory course in the use of reference books. It is hoped that this book will be of some use to the students undergoing training in librarianship at various training centres in India.

I am conscious of my shortcomings which are many. I wish the task had fallen into better hands than mine. Even now if some more qualified person or persons develop the ideas that are contained in these pages and produce a better book, I shall feel happy. As it is, I hope and trust that students will find in this book the necessary reference to books in a suitably arranged manner which readers need to consult.

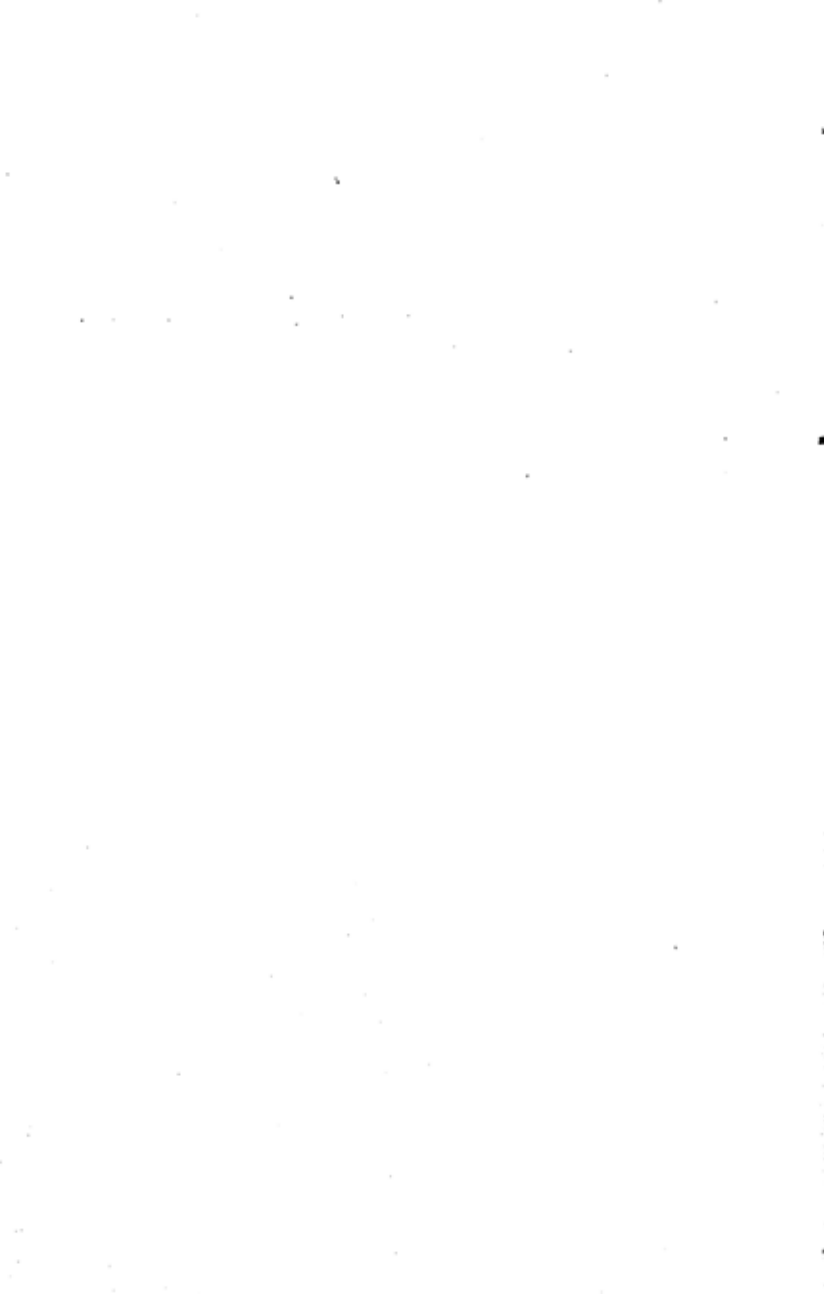
I am grateful to Prof. Dr. Radhakamal Mukerjee, Head of the department of Economics and Sociology, Lucknow University, not only for the introduction he has contributed to these pages but for his numerous suggestions, the incorporation of which has immensely improved the book. My sincere thanks are due to Mr. John D. Cowley M.A., F.L.A., Director of the School of Librarianship, London University College, who very kindly gave me permission to make a free use of his well known book "Reference Material", and for correcting the first two introductory chapters of this book. I am also obliged to Mr. Sant Ram Bhatia of Lahore, Forman Christian

College Library, for valuable suggestions he had been giving from time to time in the preparation of this book. I also express my indebtedness to Mr. B. R. Bhatia M. A., LL. B. the Proprietor Maxwell Press and his staff for printing this book in a short space of time.

Hayes, Middlesex  
*August 24th, 1939.*

F. E.





## INTRODUCTION.

I have much pleasure in writing an Introduction to this interesting and informative volume on "Reference Assistance". Mr. Fazal Elahi has had long experience of library management, and is well acquainted with its modern techniques and methods. He has just returned from the study of library science in the University College, London, having obtained the coveted diploma from that institution. He has also seen with profit the working of several modern libraries in Great Britain, France and Germany.

In all modern public libraries, whether in Europe or in America, the most useful person a reader comes across is the Reference Assistant. It is he who leads him at once to the right book, journal or any other source of information which can answer the query uppermost in his mind. The Reference Assistant does depend not merely on his personal knowledge but consults encyclopaedias, yearbooks, periodical literature abstracts and indices and similar publications as the occasion requires in order to increase his usefulness to every type of readers. Besides, even the expert investigator may not have with him a full bibliography on his own subject and the Reference Assistant is there often to assist him in this regard.

In the Indian Libraries reference aid is seldom given. The lack of this service prevents us from getting the best out of our library resources, meagre as these are. In the absence of reference

work as a function of Indian libraries, I feel that this excellent handbook, which summarises reference material usually available in India, will be of great aid to both library workers and general readers.

Mr. Fazal Elahi has classified the different kinds of reference literature, and has given a general idea of the contents in each kind, laying particular stress on the special needs of the Indian students. Any reader who goes through this will be better equipped for locating his source of information. On the other hand, a library assistant will also be able to give him better guidance in the use of reference material available in the library.

Compared with Western standards, Indian libraries are poor and ill-managed. This book, which is the first of its kind in India, no doubt will assist the reader whether in the home or in the library in selecting his reference material and the library staff in making the best use of its resources for the benefit of the public.

The library is the brain of the University; any improvement in library service promotes the efficiency of teaching and the advancement of learning. The sooner this is recognised the better it is for universities and students alike. This book will have served its purpose well if it contributes towards this recognition.

Radhakamal Mukerjee.

*University of Lucknow.*

## CHAPTER ONE.

### REFERENCE AID.

Reference assistance is that phase of library work which is directly concerned with the supply of information and aid to the readers engaged in some form of study or research. And "the ideal librarian, like the ideal doctor, is one who knows what to do at any moment". Librarians and their technique have made such rapid progress during recent years and books have multiplied to such an enormous extent that a library, without the provision of library assistance to the readers of diverse temperaments and tastes, is for all practical purposes a dead horse. Libraries are now better planned and equipped, organised and administered. It is and always will be imperative to provide human beings as intermediaries between the reader and the right book. Without this the utmost use of great and big libraries is not possible.

Time, nowadays, is money and the modern businessman, scientist, student, lawyer, manufacturer, and even a man of ample leisure has little spare time to find out from the hordes of books, published every day, the exact information he needs. Considering that he has time, he is still handicapped as he has no idea how to locate all the sources, which can supply his needs,

without the help of specialised reference assistance.

It is now the task of the reference assistant to provide the reader with the fullest possible sources relating to the problem that a library contains. A busy man, who needs the latest and most complete work on a subject, does not like to be referred to a fuller annotated bibliography on it. That is where the specialised reference librarian steps in.

There are so many books, so many readers, so many different needs and approaches that they cannot be covered in less than a life time. This is true of all branches of knowledge. One must begin somewhere. A systematic and useful survey of all books on any topic is difficult but it is possible to begin with a selection of those in daily use and of acknowledged importance, and thus experimenting in the technique of book usage.

One man spends an hour in a library fumbling in catalogues and lists or wandering confusedly among the books, when all he wants is the date of the second battle of Panipat. Another man goes straight to any of the half a dozen books, that he knows, will tell him; jots it down and in three minutes he is gone. Unhappily the second type of man is so much rare. The daily losses in energy and material, that result from sheer ignorance on the part of otherwise intelligent persons of how to avail themselves of the contents of books, must be colossal and beyond all

calculation. Here is the big class of readers who need reference assistance.

✓ Catalogues and other similar aids are not of much direct use for specific items of information. They are rough and ready guides to books only and not to their contents. That is why the reference material is sought. Bibliographies, indexes to periodicals, sale catalogues, etc., are more often consulted in finding any desiderata than mere catalogues of libraries. The reference assistant has to acquaint himself with these tools more intimately than the reader. The habit must be cultivated of consulting them intelligently. This practice acts as a safeguard against omission of appropriate material. To use and examine the sources intelligently is a very important factor. Familiarity with the stock of the library is also essential and this factor should not be ignored. General reviews should be read and special note taken of important publications coming out from day to day. Besides several English papers and magazines, the Statesman and other similar Indian papers should be thoroughly read from cover to cover.

An intimate knowledge of the following sources of information is desirable on the part of the reference assistant :

1. Encyclopaedias and dictionaries which provide quick approximate information bearing on an enquiry. This is in reality the first step in the case of difficult subjects.
2. Bibliographies which extend the informa-

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tion already yielded by encyclopaedias and catalogues concerning appropriate books and periodicals.

3. Year-books and directories.

4. Maps, atlases and gazetteers.

5. Periodicals and their indexes, newspaper clippings, government and official publications and transactions and other publications of learned societies.

6. Catalogues of the library concerned. These help in gaining a general idea of the resources of the library.

Sometimes it is presumed, after an examination of shelves and consultation of the card catalogue on the subject, that the resources of the library on a specific subject have been exhausted. This is often assumed by the reader and at times accepted even by the busy reference assistant. The reason is that the usual service to the individual is often meagre in public and university libraries, especially when the staff is limited and where circulation demands are pressing. It is, therefore, essential that an average intelligent reader should be explained more definitely how classification and subject catalogues work, and to what extent he can rely upon these for locating his material. Far too often the reader fails to obtain what he needs because he does not know how to use the bibliographic aids, and because the library assistant does not have time to seek further than the catalogue.

In short, reference work does not constitute

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only in the actual use of reference books in reply to enquiries from readers. This phase of library practice should cover everything necessary to help the readers in their enquiries and each library should possess an adequate and suitable collection of reference books arranged in a manner as to be easily and conveniently consulted. A suitable collection of indexes and clippings, if maintained, should very usefully supplement the library catalogue and the book-stock. A trained and capable reference assistant can render expert aid in the use of the catalogues and other records, suggest books for special purposes to the readers, and give instructions to individuals, groups or classes in the use of reference material available in a library. The public need help to solve out of the way facts. The reference assistant can suggest correct methods of research to an inexperienced reader with a view to guide the reader to help himself. The reference work should not be confined to the four walls of a library but should be extended through inter-library loans, telephone reference work, specialist guidance from individuals, government or public service bodies, scientific and learned societies etc.



## CHAPTER TWO.

### HOW TO HANDLE A REFERENCE QUESTION.

A reference question, completely and satisfactorily answered, involves three factors. The enquirer, the reference librarian and the sources or material available in the library. Until the enquirer is connected with the sources or material by the reference librarian, the circuit remains incomplete. Library constituencies are of various kinds. College and university libraries restrict themselves to definite programmes and aims. Special libraries are relatively small and homogeneous, precise and intensive in demands; while on the other hand in the public libraries will be found all sorts and conditions of men, women, and children. The clientele in all these three kinds of libraries are alike, however, in one aspect at least; the majority of mankind, even students, need help and advice frequently in the reference use of a library. They may not always know it, or admit it, but it is true. Perhaps they feel that their needs or questions will not seem important or perhaps they are timid about approaching the library officials. Fortunately they are few in number, but they need help and they always get disproportionate and scanty attention.

There will be a class of people, who know

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just what they want, will state their wants with clearness and expect you to meet them. There will be readers, who expect nothing of you, apologise for disturbing you and break into a fever of gratitude over the slightest assistance. Still more there will be people who expect you to do all their work for them.

"The public is always right" is the maxim on which a reference assistant should work. It is the duty of a reference assistant never to appear annoyed, indifferent or seem too busy to be interrupted. He must meet all comers more than half-way. He should avoid a patronizing attitude and should always carry the impression of one who is eager to help.

The enquirer will often put his enquiry in such general terms as to make it difficult for the assistant to understand correctly his needs, thus hindering him in the production of more specific or recent material. The reference assistant is, therefore, well advised to think over for a few moments the nature of the enquiry. The assistant should be infinitely patient and tactful in dealing with such occasions and should never be content until he is satisfied that he has understood the enquiry correctly.

There is one thing most helpful to know, but most likely to be withheld bluntly. "For what is this wanted?" "What is to be done with it?" Strictly speaking this is no business of the assistant to ask but often it is volunteered and no item of information is more helpful. If it does

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not come otherwise, the query, "Do you mind saying what this is for?" It will help very much in directing you to the best material", will not often be resented. The enquiry must be understood correctly as it exists in the mind of the reader and not merely as it is stated in words. It often happens that the spoken enquiry is taken at its face value and in many instances the wrong book or inadequate material is supplied. The reader is misled or goes away dissatisfied.

All questions asked, should be studied and examined. There are fact questions, research questions to be quickly sifted, separated and assigned for differing treatments. There are foolish and trivial questions, but it should be remembered that every question is important from the point of view of the reader and may not be lightly dismissed by the reference assistant without the fullest information from him and then not often without explanation. Prize puzzle questions, cross-word puzzles, newspapers contests, word-building contests and the like surely have slight claim on personal library service.

Once the question has been fully understood, the experienced reference assistant gets into his mind almost instantly an array of possible approaches to it, a number of ways by which it can be solved or studied. A question generally gives some hint of the field in which it lies. If this is not clear or understood, a quick reference to a dictionary or encyclopaedia is what is needed.

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If these do not isolate it minutely enough, recourse must be had either to a special encyclopaedia on that subject or to the latest handbook or manual where helpful bibliographies are also likely to be found.

Questions about inventions, war, explorations, institutions, often point or lead to individuals and should be referred to biographical approaches. The usual approach to an enquiry is from the subject side, but often words, subjects, or questions yield to first approach from the angle of bibliography. An instance of the quicker bibliographical approach is the location or identification of a minor writing of an author. A bibliography either of the author or of the subject of the paper, if found to exist, is likely to yield quicker results than the consultation of general indexes, trade lists, national bibliographies, etc. Any clue to or intimation of the date or period to which the question refers is of utmost importance. Time is an essential element in almost every problem.

When an enquirer wants up-to-date and most recent information on a topic, it is then that the real difficulty is felt. The most recent knowledge of a subject certainly exists in the minds of those who know, and is in an embryo state waiting to be reproduced in manuscript or print for communication to others. The theory of documentation or "the collection, preservation and distribution of knowledge" is multiplying the recorded information beyond that of books, periodical

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literature and other printed material and includes all forms of records e.g. gramophone records, films and even specimens of raw material or manufactures. The attention of the enquirer must be drawn to sources of knowledge other than those which are recorded and which are equally important i. e. manuscripts, and graphic or other material.

When the likely material, having direct bearing upon the enquiry, has been collected, it should be examined in order to make sure that it is really relevant. It would be ridiculous to give to the inquirer a mass of books, periodicals, pamphlets, etc. much of which could have been eliminated by more careful selection on the part of the assistant. "Each process constitutes search and examination and it is of the utmost importance for him to run over the whole plan, step by step, and to decide at each point whether a search is necessary in the class of material next on his list" Cowley. It should become a routine which must be followed religiously every time an enquiry is made. Deliberation, especially at first, will get one farther and faster than undue eagerness, haste or flurry. Speed will be in order later, when the trail has been struck, yet even then careful going, close observation, and above all accuracy should not be sacrificed to speed. If the search is a long one, and early results are unsatisfactory, it is quite in order to say so, report procedure and results to date and make a request for more time. Most inquirers will

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prefer to wait for the best results if they feel sure that their requests will be followed up faithfully and promptly.

The knowledge of the reference assistant and his intelligence play the most important part in the reference use of a library. Intelligent consultation and examination of sources of information are all important, and experience in the use of reference works, may sometimes lead to more ingenious applications of them in the solution of a problem.

Not all books in any library are thoroughly or equally reliable. "This fact carries in its train countless opportunities to discriminate among them, to develop and use a sense of best evidence, to know for what kind of work it is imperative to get original source material, to appreciate that for a thousand and one questions, that make up the days' work, secondary sources will suffice, and to know that there is a choice even among secondary sources". We must, therefore, know the books before we use them. The irrelevant material should never be offered, and if the reference assistant, after mind reading and cross-examination, is still unable to recognise it as such, surely he has missed his calling. The personal acquaintance which reference librarians come to have with many regular visitors and the resulting knowledge of their interest, work and abilities, are of great help in selecting the appropriate material.

In a college or a university library the

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reference assistant enjoys the advantage of consulting the teachers in the various departments; such people possess more or less specialized knowledge in the spheres of their own subjects.

Furthermore assistants should endeavour, by means of a desk file arranged alphabetically, to start a collection of quick reference material relating to out of the ordinary information furnished which might be needed again; records could also be kept of unanswered questions together with the details of the search. In the case of more difficult enquiries or those which involve the use of a large amount of material, the enquirer should be made to do most of the reading.

It is for the assistant to find out how much work the enquirer can do himself. He should be asked if he is familiar with the card catalogue. If not, it should be briefly explained to him or he should be given a printed explanation of it. If he knows the principal periodical indexes, he should be shown their location in the library. He should also be shown the place where the current periodicals are kept.

Time is another factor which must be considered. When enquiries are made in a hurry it is most important that full advantage should be taken of the time available. It is advisable to find out in the first place the amount of time to spare and to plan accordingly the presentation of the material. If the time is limited the correct order of the presentation of the material is of the

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utmost importance and the production of less relevant material most inopportune.

Sometimes enquiries are made by telephone. The enquirer's name and telephone number should be noted and also the particulars of the information required. The search must be made at once, as most enquiries made on the telephone, are to be hurried. As soon as the information is ready, the enquirer should be rung up and the collected information read over to him.

An able reference librarian will never forget, when the resources of the home library are exhausted, the possibilities outside the library, city or even province. These auxiliary resources are more numerous, better organised and more easily available with the passing of every year. A great motto for the reference assistant is "Somebody knows" and it is often surprising to discover how close at hand that somebody usually is.



## CHAPTER THREE.

### ENCYCLOPAEDIAS.

A dictionary deals with words, giving definitions, whereas an encyclopaedia deals with subjects, giving information about important topics, famous people, noted places, and interesting events. They are useful when short authoritative articles are needed on any branch of human knowledge, except those "up to the minute topics" and items of a purely ephemeral nature. They are in fact the first reference books to be consulted. They contain material, besides being carefully edited, to include only reliable and up to date information, are well supplied with good maps, illustrations and short but useful bibliographies. The arrangement is alphabetical with copious cross-references and indexes.

Encyclopaedias deal with the whole circle of human knowledge in a concise form. They are collections of as much information on all aspects knowledge as the size and method of each permit and are arranged to make it as easy as possible to find the required information. Encyclopaedias should be consulted as first sources of information, unless an enquiry is obviously best answered by some other known source, or type of source. Since the beginning of the present century, the aim of the compilers has been to

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limit them strictly to the supplying of impartial outline of knowledge and not to attempt material useful for educational purposes.

Encyclopaedias are of two kinds, learned or popular. Learned encyclopaedias treat subjects in long articles, sub-divided into sections for history, the most recent developments, special applications, development in particular countries and bibliography etc. Longer articles are always preferred, as information on the various aspects of a subject, which can appropriately be dealt with as a unit, are brought together. Longer articles give a better conspectus of a subject and its relationship and, though the reverse might seem to be indicated, it is frequently easier and briefer to give more information on a branch of a subject when that branch is incorporated in a general article than it would be if separate entries were used. An index must be provided. An example of the learned type is the *Encyclopaedia Britannica*.

The popular type is invariably a reference book and presents the information under specific headings in the shape of short articles and sometimes in long articles. This type of encyclopaedia must contain many cross references from and to related subjects, from main to subdivisions. They may not have indexes, as they are generally self-indexing. They are not infrequently described as "encyclopaedic dictionaries." *Chambers encyclopaedia* may be cited as an example of this class.

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Any good encyclopaedia can be tested by its authority which should also include the qualities of accuracy, up-to-dateness and completeness. Its mechanical arrangement of subjects should be such as to facilitates the looking up of an information. It should contain good bibliographical references at the end of each article. Publishers should be well-known and reputable. Date of copyright, and not of publication, should be looked into. The editor should be qualified enough for the purpose and care should be taken that he has actually edited the work and that his name has not been appended to the work. The articles should have been written by specialists and signed, and should be full and adequate and not too brief. Good and reliable bibliographies are provided and the arrangement of work is clear and easily understood and has enough cross-references and illustrations.

Encyclopaedias should be very judiciously selected and used intelligently with full understanding on the part of reference assistants who should be aware of the relative merits and defects of different works. A good and authoritative encyclopaedia is very expensive to produce, calling for very heavy outlay for experienced authors, good editorial oversight and careful and accurate printing. Cheap and consequently unauthoritative ones will be found, on a closer examination, to have either utilised cheap hack writers or are mere reprints, with only slight changes, and old and out of date material which

from the point of view of any real authority will be really useless. An encyclopaedia should never be acquired without full knowledge of its character and rigid examination of the work itself. A good encyclopaedia is never entirely superseded and a library, doing reference work, should preserve copies of older editions as they are helpful in supplying information as to the condition or view on a given subject, art or science at the date when the book was compiled and in supplying minor bibliographical details and other articles omitted from the later editions to make space for other material.

There are several reasons why encyclopaedias are useful for reference work. Firstly, they form the natural first sources of information secondly they present a precis of useful information on any given subject and consequently are more practical than textbooks or treatises. The concise description is naturally not intended to be comprehensive but it makes an admirable starting point for exploration of any given subject. Beginners are likely to find encyclopaedic articles more useful than the expert, and for the former they do often provide a plan of work. The reference assistant can grasp the identity and relations of the subject. Every inquiry in a field, beyond assistant's personal knowledge, should be met first by reference to encyclopaedias. Should the subject admit of a national point of view, foreign as well as English works should be consulted and compared.

Further, the encyclopaedia contains illustrations and many simple enquiries about costumes, antiquities, flags, etc., can be answered by reference to them. The learned or the serious encyclopaedia will also refer the assistant to other sources of information, as well as to outlining a subject. Bibliographies given at the end of each subject are very limited in scope and refer to books published before the publication of the encyclopaedia itself; and in popular works only the standard treatises and text books are mentioned and no mention of abstruse or highly specialized monographs is made. The lists of books provided at the end of each article are selections and rarely include articles in periodicals or items of less than permanent interest. Hence great care should be taken when consulting encyclopaedias.

All encyclopaedias are arranged alphabetically and thus differ from treatises, where arrangement is systematic. The alphabetical arrangement is purely accidental and was not in vogue in the earlier works of similar nature. It ceases to be of great value when the length of articles demands the use of an index. The system of alphabetization is either "letter by letter" or "word by word". Assistants should familiarize themselves with the systems adopted in the various encyclopaedias and other reference books which they use.

Important foreign encyclopaedias should be acquired because these works are necessarily

compiled from different points of view. They add useful information and ideas, and are most important, because a foreign encyclopaedia will naturally give more prominence to matters of national significance. To cite an example, a German work will give full details about German towns which may only have found a most casual mention in an English work; while a French work will give biographies of more Frenchmen, which would not have been considered important from the English point of view and vice-versa. Encyclopaedias of different nations supplement one another.

Of the general encyclopaedias, the English language possesses the outstanding work in "Encyclopaedia Britannica", still supposed to be the best of its type in the world. It gives a scholarly treatment of the arts, sciences, literature and general information. It is international in scope and British in point of view, although the fourteenth edition is now difficult to characterize as British or American. It is, perhaps, more Americanized than British. Articles are signed by initials and full names are listed in the front of each volume. Spelling is British. Pronunciation is not indicated. Arrangement is "letter by letter" and not "word by word" e. g. Newark comes before New York. Articles are arranged under broad headings and lack of cross references makes necessary the use of the index in volume twenty-four. Up-to-date bibliographies are included and maps and diagrams are of excellent

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quality.

First edition 1768-71 in Scotland, published in three volumes. Fourth edition 1801-10, in twenty volumes. The eleventh edition is based upon the ninth and tenth editions, but revised throughout, re-arranged with much new material.

Fourteenth edition is a survey of universal knowledge. c1921, in twenty-four volumes. Since 1938 a year book is being published to keep this edition up-to-date. An index is provided. Refer first to the main sequence under the appropriate heading, but refer to the index if it does not appear and unless the entry is satisfactory the index should also be referred to for other headings which have a bearing on your subject. You will realise the importance of the encyclopaedia when you observe that the index contains more than ten times as many entries as there are headings in the main sequence.

2. Chambers's Encyclopaedia. A dictionary of universal knowledge. New edition. Edited by David Patrick and William Geddie. Chamber; London and Edinburgh; Lippincott; Philadelphia, 1923-27. Ten volumes. Illustrations and maps.

First edition by Andrew Findlater, 1860-68, partially revised in 1874, recast in 1888-92.

It is of popular kind, which was based originally on the tenth edition of Brockhaus. It contains very few long articles and is self-indexing. Servicable for questions which do not

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call for very long articles or full bibliographies. Many cross references are given in the text. Articles are not signed, but information given is quite reliable. Illustrations are old fashioned and give very scanty bibliographies.

3. Annual Register. A review of public events at home and abroad. London. 1761-to date.

It deals with English history, foreign and Imperial history, chronicle of events, retrospect of literature, science and art, public documents and has an index. It also describes some public documents and contains abstracts of political speeches. Mainly English point of view is expressed and English affairs are dealt with more fullness than those of other countries. A chapter on Indian problems is always included.

4. Encyclopaedia of Modern Knowledge; A compendium of modern thought written by eminent authorities in science, art, literature, history, sociology, philosophy, psychology; edited by Sir John Hammerton. The Waverley Book Company, London. 5 volumes.

Each volume has a separate table of contents, but a continuous pagination."

5. The New Gresham Encyclopaedia. Gresham Publishing Co., London; 1926, 12 volumes. Volume 12th is index.

A useful work of reference. Articles are not signed although a list of contributors is given at the commencement of each volume. Volume 12th forms an index.



## REFERENCE ASSISTANCE.

### *American Encyclopaedias.*

1. The New International Encyclopaedia. Second edition. Dodd. N. Y. 1914-16. 23 Volumes and an additional volume containing courses of study and reading. Reissued, slightly revised in 1922 and in 1927. Supplement 1925, in 2 volumes. Supplement in 1930, 2 volumes.

First edition 1902-04 in 17 volumes.

An encyclopaedia of best modern type and perhaps the best for ready reference. It furnishes reliable information, full enough for ordinary purposes. Articles are not signed but in front of each volume is a list of contributors of more important articles. Pronunciation of proper names is given. Excels in American biography of both the continents. Includes maps and reproductions of famous paintings and is well illustrated. Arrangement is alphabetical and on the "letter by letter" system. *e. g.* Newark comes before New York. It is kept up-to-date by an annual volume called "New International Yearbook" and supplement covering a number of years, the last being 1930.

2. New International Yearbook. A compendium of the world's progress. Dodd. N. Y. Vol. 1 (1907) to date.

Splendid annual encyclopaedia compiled and arranged on the same plan and is an annual record of progress and events on any subject, especially useful for biography and is well illustrated. It also contains an annual necrology list which is somewhat less accurate for exact dates of deaths than the corresponding list in the American Annual.

## ENCYCLOPAEDIAS.

3. Encyclopaedia Americana. New York. 1918-20. 30 Volumes. Reissued and slightly revised in 1922, 1928, 1930 and 1931-32.

General encyclopaedia covering the same ground as the New International, but excelling in subjects dealing with sciences and technology, business and government. It is exceptionally useful for its summaries of famous books, texts of documents, and histories of different countries, given alphabetically under the century, e.g. Sixteenth century. A long account, in 450 pages, of the European War, under *War, European*. It contains good illustrations and maps, political as well as economic and physical. It is arranged "Word by word" instead of "Letter by letter" e.g. New York comes before Newark. The Index, volume 30, is a classified list of topics. It is kept up-to-date by the American Annual.

4. American Annual. An encyclopaedia of current events. 1923 to date. N.Y.

The date of the title is by the year of publication, and not by the year covered, e.g. 1939 records the events of 1938. It serves both as an annual supplement to the Encyclopaedia Americana, and as an independent annual record of progress and events on any given subject. It includes a great many bibliographies and is well illustrated.

Other encyclopaedias of note are Compton's Encyclopaedia, Compton's pictured encyclopaedia, Nelson's perpetual loose leaf encyclopaedia, Everyman's encyclopaedia, World book encyclo-

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paedia, etc. etc.

### *German Encyclopaedias.*

Germany has two very important encyclopaedias, better called encyclopaedic dictionaries. The first is

1. Brockhaus Konversations-lexikon: Der grosse Brockhaus, Handbuch des Wissens in zwanzig banden. (20 Volumes.) Supplement. 1928-35.

15 vollig neubeerb. auf. Leipzig, Brockhaus.

Vol. one contains illustrated plates, maps, plans, facsimiles, tables and diagrams.

2. Meyers. Konversations-lexikon. 7 auff. Leipzig. Bibliographical Institute. 1924-1935; 17 volumes, illustrated and maps.

Brockhaus has been the model for Chambers's and several other modern encyclopaedias, but Meyer, when it is up-to-date, is preferred in Germany for reference purposes. Articles are brief and unsigned and, though references are given to other authorities, lengthy bibliographies are not provided. Bibliographies in Brockhaus are classified to show elementary, intermediate, and advanced text-books, sources, etc. Meyer has been much reduced in size in the last edition and is now in a more concise style than before and much of the out-of-the-way matter has been eliminated.

### *French Encyclopaedias*

1. Larousse. Pierre Albanase. Grand dictionnaire Universel du XIXe siecle francais. Paris, Larousse, 1866-1890. 15 Vols. Two supplements.

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Well edited and well written, once of the first importance and still useful in many cases if allowance is made for the fact that it is not up-to-date, and must be checked, on important points, by occasional reference to more recent authorities. It combines the features of a dictionary and an encyclopaedia. As an encyclopaedia, it is an extreme example of entry under small subjects, including many articles, some of considerable length, on individual works of literature e.g., poems, plays, novels, romances, newspapers, periodicals, songs, etc., entered under their titles. It is quite good for European literature, biography and history.

2- Larousse, P.A. du xxeme siecle, in 6 vols. 1928-33 Paris. Illustrated, plates and maps.

3. La grande encyclopaedia, inventaire raisonne des sciences, des lettres et des arts, par une societe de Savants et gens de lettres; sous la direction de M. M. Berthelot. Paris. 1886-1902. 31 volumes.

This is most important French encyclopaedia and is one of the best encyclopaedias in any language. It has signed scholarly articles and excellent bibliographies. Many entries are under small subjects. It is somewhat out of date for sciences and technical subjects in which there have been recent developments, but an excellent authority for mediæval and renaissance subjects and for literature, history, biography, etc. of continental Europe. It is very useful for French biography. Illustrated.

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### *Italian Encyclopaedias.*

Italy has only one encyclopaedia of repute, and that even has not yet been completed. It is considered to be of a learned type and of outstanding merit.

Enciclopedia italiana di scienze, lettere ed arti. Roma; Istit. della encic. ital; 1929-34.

Volume 28 was published in 1935. The work has so far been carried to "REG". Articles are signed and of scholarly type. Bibliographies refer to original sources and are specially useful. It is profusely illustrated, and the illustrations are better produced than in any other encyclopaedia and are particularly good in such subjects as art and travel, which lend themselves to fine illustrations. Contributors are Italian, but some well-known English and American names will be found in the list of authors.

### *Spanish Encyclopaedias.*

1. Diccionario enciclopédico hispano-americano de literatura, ciencias y artes. Barcelona. 1887-1910. 28 volumes in 29. illustrations, plates, maps, etc.

This work is commonly found in American libraries, and is much used in spite of the fact that it is sometimes unsatisfactory and inaccurate.

2. Enciclopedia Universal ilustrada Europeo-Americana. Barcelona, Espasa. 1907-30. 70 volumes in 71 volumes. Supplement, 1930-1933. 10 volumes.

It is very useful for large references. It has

long articles, about 1,000,000 in number both long and short, according to the Introduction, and gives very detailed information. It contains bibliographies and many good illustrations and geographical, geological, historical and statistical maps are its special features. Numerous plans of even small cities, coloured plates of uniforms, flags, coins, etc. of each country are also given.

It is being continued by annual supplements in which the matter is divided into 42 sections, each forming in itself an encyclopaedia of one department of knowledge. It has a subject index to each volume.

*Other foreign encyclopaedias are :*

1. Norway. Aschehougs Konversationslexikon. 1920-25. Nine volumes. It is good for contemporary biography.

2. Sweden. Nordisk familjebok. Stockholm. 1904-26. 38 volumes. Illustrated.

3. Denmark. Salmonsens konversationsleksikon. 1915-30. 26 volumes.

4. Russia. Brockhaus konversation-lexikon. 1890-1907. 41 volumes and 2 supplements. Illustrated.

5. Poland. Lam, Stanislaw. Illustrowana encyclopedja Trzaski. 1926-28. 5 volumes.

*Encyclopaedias and encyclopaedic Dictionaries of special subjects.*

Besides general encyclopaedias of both learned and popular types, there will be found similar works confined to particular branches of human

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knowledge. In this age of specialization, the reference assistant should be familiar with at least the important ones.

1. Baldwin, James Mark. Dictionary of Philosophy and Psychology.

Includes many of the principal conceptions of ethics, logic and aesthetics, philosophy, economics, political and social philosophy, philology, physical sciences and education. It gives a terminology in English, French, German and Italian. Macmillan, 1901-05. Three volumes in 4.

It has concise signed articles by specialists, with many bibliographies which are still useful for many topics, although out of date for modern developments in psychology. It includes brief biographies of men no longer living. The inclusion of French, German and Italian equivalents of English terms is a special feature.

Religion is so intimately connected with literature and history, particularly of the mediaeval period, that it is not possible to ignore important reference tools in this field. The religious aspect is also important in the study of sociology and oriental history as a means of gaining some idea of the thoughts, manners and customs of different races. We have in this field;

2. Hastings, James. Encyclopaedia of Religion and Ethics. New York. 1908-27. 13 volumes.

It contains comprehensive signed articles on all religions, ethical systems and movements of religious beliefs and customs, philosophical ideas

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and moral practices. It includes articles on related subjects in anthropology, mythology, folklore, biology, psychology, economics and sociology. Names of persons and places connected with any of these subjects are also included. It has good bibliographies and has an exhaustive index in volume 3.

3. Schoff, Philip: New Schoff-Harzog Encyclopaedia of Religious Knowledge, embracing biblical, historical, doctrinal and practical theology; and biblical, theological and ecclesiastical biography.

It is based on the 3rd edition of the Real-Encyklopädia founded by J. J. Herzog and edited by Albert Hauck. New York. Funk. c1908-12. 12 volumes and an index.

4. Encyclopaedia of Islam; a dictionary of geography, ethnography and biography of the Muhammadan peoples prepared by a number of leading orientalists; edited by M. Th. Houtsma, A. J. Wensinck and others. E. J. Brill, Leyden and Luzac & Co., London. 1911-34. 4 volumes.

A scholarly and authoritative work. Articles are signed and contain good bibliographies and are on subjects such as biography, history, geography, religious beliefs, institutions, manners and customs, tribes, industries, sciences, etc. Geographical material includes separate articles on towns and larger political divisions in the Ottoman Empire and on foreign countries where Islam is of importance.

5. Dictionary of Islam; being a cyclopaedia of the doctrines, rites, ceremonies and customs, together with



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the technical and theological terms of the Muhammadan religion by Thomas Partick Hughes. Illustrated. W. H. Allen & Co., London. 1935.

6. Classical Dictionary of Hindu Mythology and Religion, Geography, History, and Literature by John Dawson. Trubner, London 1879.

7. Edwin, R. A. and others. Encyclopaedia of the Social Sciences. New York. Macmillan, 1930-1935 15 vols.

This is an authoritative and comprehensive encyclopaedia issued under the direction of American learned societies. It includes articles on all the social sciences like ethics, education, philosophy and psychology and also sciences which have social implications (biology, medicine and geography). The arrangement is alphabetical. It has long articles signed by specialists. It gives excellent bibliographies. It was issued in 3 volumes per year and the whole set comprises 15 volumes.

8. Encyclopaedia of the General Acts and Codes of India, under the general editorship of Sir Tej Bahadur Sapru. Butterworth & Co; Calcutta, 1935-39. 7 volumes.

The work contains those classified general Acts and Codes which are applicable throughout British India. Indian legal topics are arranged alphabetically under headings or titles. Under any one title are collected together, in chronological order, all the relevant general Acts. All Acts on a topic will be found under one heading which will save the trouble of consulting more than

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one volume where headings overlap, cross references at the commencement of each volume and also in the table of contents to each table afford direct guidance.

9. Hazlitt, William Carew. *Faiths and folklore*. 1905. 2 volumes.

It is a dictionary of national beliefs, superstitions and popular customs, past and present, with their classical and foreign analogies, described and illustrated and forms a new edition of the popular antiquities of Great Britain. It has an alphabetical arrangement and is now out of print.

10. Palgrave, Sir Robert Harry Inglis. *Palgraves' Dictionary of Political Economy*, edited by Henry Higgs. Macmillan. London and New York. 1923-26. 3 volumes.

Arrangement is alphabetical. Part one contains statistics of Diocletian to 1890 and part two carries them to 1898. The work is now out of print.

11. Webb, August Duncan. *The New Dictionary of Statistics*. Routledge, London. 1911.

This is a complement to Mulhall for the years 1899-1909.

12. Monroe, Paul. *Editor*. *A Cyclopaedia of Education*. Macmillan, New York. 1911-1913. 5 volumes.

It is the most authoritative encyclopaedia of education in the English language. Every aspect of education, as an art and as a science, is treated. It is more American in scope though still of general use. It gives many biographies. It is

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alphabetically arranged with an analytical index in the fifth volume. It contains excellent bibliographies. It is now out of date and out of print.

13. Dictionary of Applied Chemistry. Revised and enlarged edition. Longmans, London and New York. 1922-1927. 7 volumes.

It contains long articles which are profusely illustrated. At the end of articles useful bibliographies are given.

14. Glazebrook, Sir Richard. Dictionary of Applied Physics. Macmillan, London and New York. 1922-23. 5 volumes.

Articles are signed and written by experts. Contents. Vol. 1. Mechanics, engineering, heat. Vol. 2. Electricity. Vol. 3. Meteorology and measuring apparatus. Vol. 4. Light, sound and radiology. Vol. 5. Aeronautics, metallurgy and general index.

12. Deinhardt, Kurt and Schlomann Alfred. Illustrated technical dictionary in six languages: English, German, French, Russian, Italian, and Spanish. Constable. London Vol. I (1906) to date.

This is an excellent dictionary useful for translators. So far, 17 volumes have been published. Contents. V. 1 Elements of machinery. V. 2. Electrical engineering. V. 3. Steam boilers, steam engines, steam turbines. V. 4. Internal combustion engines. V. 5. Railway construction and conveying machinery. V. 6. Railway rolling stock. V. 7. Hoisting and conveying machinery. V. 8. Rein-

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forced concrete. V. 9. Machine tools. V. 10. Motor vehicles. V. 11. Metallurgy of iron. V. 12. Hydraulics, pneumatics, refrigeration V.13 Building construction, civil engineering. V. 14. Textile raw materials. V. 15. Spinning processes and products. V. 16. Weaving and woven fabrics. V. 17. Aeronautics.

15. Dorland, Willian Alexander Newman. The American Illustrated Medical Dictionary of Terms used in medicine, surgery, dentistry, pharmacy, chemistry, nursing, veterinary science, biology, medical biography etc; with pronunciation, derivation and definitions etc. 16th. edition. Revised and enlarged. Saunders, London and Philadelphia. 1932.

16. Bryan, Michael. Bryans' Dictionary of Painters and Engravers. New edition. revised and enlarged. Macmillan. 1903-05. 5 volumes. This is out of print at the present moment.

17. Hutchinson's Technical and Scientific Encyclopaedia of terms, processes, data in pure and applied sciences, construction and engineering, the principal manufacturing industries, the skilled trades with a working bibliography, numbering three thousand books and other sources of information, under subjects. Edited by C. F. Tweney and I. P. Shirshov. Hutchinson and Co. London. 4 Volumes.

The work traverses the whole field of physics, astrophysics, Meteorology, Horology, Electrical Communications; the whole field of Chemistry, geology and minerology and the new sciences of oceanography and Geophysics etc. A bibliography is appended at the end of the fourth volume. The arrangement is alphabetical. Articles on many subjects run almost to book

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length and are illustrated where necessary. Articles are not signed, but a list of contributors can be found in the beginning of the first volume.

18. Champlin, John Denison and Parkin, C. C. *Cyclopaedia of Painters and Paintings*. Scribner. New York, 1892. 4 volumes. Now out of print.

✓ 19. *Grove's Dictionary of Music and Musicians*. Edited by H. C. Colles. Macmillan, London, 1929. 5 volumes.

It is designed for the use of professionals and amateurs alike. It contains definitions of musical terms, explanations of the forms in which musical works are constructed; histories and descriptions of societies and institutions, biographies of representative composers, singers, players and patrons of music. It has numerous illustrations.

20. Hourticqs' *Encyclopaedia of Art; Architecture, Sculpture, Painting, Decorative art* by Louis Hourticq and translated under the supervision of Tancred Borenius from the French and revised by J. L. Davidson and Philippa Gerry. Harrap. London, 1938. Two volumes.

The work contains in compact and accessible form the pertinent facts of the whole history of art. Special attention has been given to individual artists and the framework of documentary evidence upon which the study of their work is based. In the case of Chinese and Japanese art, the scientific study, of which in the West, is still in its infancy, general articles have been written to provide a broad foundation upon which the student can build. Selected biographies are given and

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books, which themselves contain important bibliographies, have been cited. It is profusely illustrated and articles are not signed, although written by experts.

21. Dictionary of National Biography ed. by Leslie Stephen and Sidney Lee. Smith, Elder, London. 1908-09. 22 volumes.

*Vol. 1-21, A—Z ; Vol. 22, 1st supplement, additional names. 1901. 2nd and 3rd supplements 1901-11, 1912-21. Oxford University Press. Index and epitome ed. by Sir Sidney Lee.*

The concise dictionary, from the beginnings to 1921, is an epitome of the main work and its supplements, to which is added an epitome of the twentieth. century volumes covering 1901-21. Oxford University Press. 1930. 2nd Supplement 1922-30 published in 1937.

Main work and first supplement were published in 63 vols., 1885-1901. Index and epitome to v. 1-63. 1903.

This is the most important reference work for English biography. It contains signed articles by specialists and gives excellent bibliographies. Articles are adequate, i.e. important names are treated in details while minor ones more briefly. The treatment is scholarly and reliable. All important inhabitants of British Isles and the colonies, are included, exclusive of living persons, and includes noteworthy Americans of the Colonial period. The first supplement includes biographies of those omitted from the

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main part and of those who died before Jan. 1901. The second supplement carries to it Dec. 1911, while the third covers from 1913 to 21. The index and epitome is an index to the main work and the first supplement and also forms an independent biographical dictionary. The two supplements for 1912-1921 and 1922-30 bring the biographies up-to-date.

22. Cyclopaedia of India and of Eastern and Southern Asia, Commercial, Industrial and Scientific; products of the mineral, vegetable and animal kingdoms, useful arts and manufactures. Scottish Press, Madras. 1856 (?)

Supplement is in two volumes, 1858-62. Second volume contains an index to the contents. It gives references to other headings or the vernacular names for articles of the mineral and animal kingdoms, and of the arts and manufactures which the cyclopaedia and the first supplement had noticed. /

## CHAPTER FOUR.

### DICTIONARIES—ENGLISH

A dictionary is a book in alphabetical arrangement containing the words of a language, their meaning, spelling, pronunciation, derivation etc. They contain illustrative material particularly in the form of quotations, especially in many of the large dictionaries. The second meaning of the word "dictionary" is an application on compilations which are arranged on alphabetical basis ; such as Dictionary of National Biography. They are, strictly speaking, interpretative books, and are not used for general information, except by those who need the history or structure of a language. They assist in the understanding of words.

Dictionaries can be divided into three main classes. Difference is often of a degree. These three types overlap considerably. General dictionaries give a certain amount of description and the meaning of the word; and are more mainly concerned with the "word", than with the "things" represented. If they go beyond their proper sphere of interpretation they become encyclopaedias. Encyclopaedic dictionaries, though they deal with the word, are mainly meant to supply information about "things". Such dictionaries often have supplements, which are of considerable use, such as lists of



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names, tables of weights, measures etc. Thirdly, there are the purely "etymological" dictionaries which show the origin, early forms and metamorphosis of words.

Practically, however, the large modern dictionary is very often quite encyclopaedic and gives information about the things as well as the words, and combines the features of the two types of reference books. Large dictionaries contain illustrative quotations and are often employed to find a quotation, thus supplementing the special dictionaries of quotations.

During the eighteenth century, men of letters believed that the English language had reached the zenith of its development and that to prevent deterioration setting in, its present perfection must be fixed by lexicographers. It was proposed to list only words considered "good" words with their "proper" meanings. Samuel Johnson was entrusted with the task of compiling a dictionary planned on this basis; his work appeared in two folio volumes in 1755. Although it was inadequate even for the usage of that period, Johnson's work was accepted as final authority and the ideas underlying its inception dominated English lexicography for more than a century. Further on it was proposed to edit a dictionary on philological principles as opposed to literary view. The philological method meant the inclusion of all words, good and bad. This meant a historical and not a critical record of the language. Modern lexicography has developed on elaboration

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of the later method, unknown in Johnson's time. Records of every kind and every period must be examined systematically in order, that all words in all the forms in which they exist, may be found. The task is now too huge to be entrusted to one man. The editorial staff is enlarged and scores of sub-editors are employed. The New English Dictionary, more often called the N.E.D., is the most complete example of these principles and methods.

Murray, Sir James A. H. and others. New English Dictionary on Historical Principles. Oxford, Clarendon Press, 1888-1928 in 10 vols. Supplement in 1933.

This work is known as Murray's dictionary, the New English Dictionary, and the Oxford Dictionary and is often cited as N.E.D. or O.E.D. and sometimes as H.E.D. It is the most scholarly dictionary of the English language, compiled on a different plan from any other standard English dictionaries and serving a different purpose. It gives a complete history of words which have been in use during the last 800 years and its purpose is to show the history of every word including from the date of introduction into the language, showing differences in meaning, spelling, pronunciation, usage etc. at different periods of the last 800 years and supporting such information by numerous quotations from the works of more than 5,000 authors of all periods, including all writers before the 16th Century and as many as possible of the important writers

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since then. The vocabulary is very full, and is intended to include all words now in use or known to have been in use since 1150. Quotations are arranged chronologically and illustrate every sense of a word; about one quotation for each century, given with exact reference.

The dictionary provides historical information about a word, and also provides a good deal of encyclopaedic information including some not given in other dictionaries and includes many colloquial and slang words, Americanisms, etc.

An abridgement in 2 Volumes of the N.E.D. is also available under the title :

The Shorter Oxford English Dictionary on historical principles, 2nd edition. O. U. P. 1936, by W. Little. and others.

This abridgement presents in miniature all the features of the principal work. Its plan is the same and it supplements the original dictionary from material gathered during the last half century. "It is designed to embrace not only the literary and colloquial English of the present day, together with such technical and scientific terms as are most frequently met with or are likely to be the subject of an enquiry, but also a considerable proportion of obsolete, archaic and dialectal words and uses." (*Preface*).

Quotations are fewer and many words are omitted. Many articles have been revised in the second edition and numerous changes have been made. A list of authors and books cited, abbreviations,

viations and a key to pronunciation are included. Apart from the omission of quotation practically everything important is retained in the shorter work.

3. Fowler, H. W. *and* Fowler, F. G. The "Concise Oxford Dictionary of Current English. Clarendon Press, Oxford, 1931. Often cited as C. O. D.

It is one of the best small desk dictionaries which includes words in current use or preserved in much used quotations or proverbs, scientific and technical terms that are current in general speech, but are not purely learned terms, and many colloquial, facetious, slang and vulgar expressions. It is based upon the work done for the N.E.D.

4. Wyld, H. C. Universal Dictionary of the English Language. Routledge, London, 1932.

This, one volume dictionary, gives etymologies with greater fullness than do most other works of its size. A large number of scientific and technical words are included. An appendix contains a list of familiar quotations.

### *American Dictionaries.*

The most comprehensive but rather old and next in fullness of treatment to the Oxford dictionary is *The Century Dictionary and Encyclopaedia with a new atlas of the world*. New York. Prepared under the supervision of William Dwight Whitney. 10 Vols, illustrated. c1911.

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Vols. 11 and 12, being the Century Encyclopaedia of Names and Atlas, respectively. 1915.

It is the best example of an encyclopaedic dictionary and gives special emphasis to the technical terms of the various sciences, trades and professions. Now out of date.

2. New Century Dictionary of the English Language. Edited by H. G. Emery and K. G. Brewster. New York. 1927. 2 vols.

It is a condensed revision of the Century Dictionary; contains a very fine supplement of synonyms and antonyms, foreign words and phrases, biographical and geographical information. It cannot be considered as a substitute for the "Century" or for the large one volume dictionaries such as Webster's.

3. Webster, Noah. Webster's New International American Dictionary of the English Language. Bell. 1934, 2nd Edition.

Completely revised in all departments, including also a dictionary of geography and biography. This is the oldest and the most famous dictionary especially noted for its clearness in definitions. A special feature of the arrangement is the divided page, containing in the upper part, the main words of the language and in the lower part, in finer print, minor words, foreign phrases, abbreviations, etc. There is a list of recent words before the main alphabet, and a pronouncing gazetteer and biographical dictionary in the appendix. Contains considerable encyclopaedic

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matter, about 6,000 illustrations and a number of good coloured plates. It claims to have 600,000 words, a rather full vocabulary.

4. Funk and Wagnall. New Standard Dictionary of the English Language. New York and London. 1932. Illustrated.

A very useful one volume work on the present day meaning, spellings and pronunciations, and the subordination of the historical to the current information. It aims at the inclusion of all live words and includes, as well, 65,000 proper names. It prefers simpler spelling. It gives antonyms as well as synonyms. The special feature of its arrangement is that all ordinary dictionary words as well as proper names, such as mythological, biblical, etc. are given in one alphabet. The appendix contains a list of foreign words and phrases and population statistics. It is encyclopaedic in nature.

5. Practical Standard Dictionary of the English Language, by F. H. Vizetelly. 1922. Illustrated.

Designed to give the orthography, pronunciation, meaning and etymology of over 140,000 words and phrases with synonyms, antonyms and prepositions—abridged for the Funk and Wagnall's New Standard Dictionary.

There are only two dictionaries which are useful for various points in connection with idiom, usage, etc. They are dictionaries in so far as their alphabetical arrangement is concerned; otherwise they are really collection of essays.

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1. Fowler, H. W. A Dictionary of Modern English Usage. Oxford University Press. 1935.

It contains many lively and interesting articles and its aim is to indicate the best form of spelling, usage construction in cases where ordinary practice varies. It discusses subjects under such headings as elegant variation, hackneyed phrases, genteelism, etc.

2. Horwill, H. W. A Dictionary of Modern American Usage. O. U. P. 1935.

It explains the differences in meaning and usage between English and American expressions and this is of great use to the student of the language. It helps English people to understand the American of the newspaper, magazines and films.

### *Dialect and Slang.*

The contents of these dictionaries are to some extent covered by the general works already described, but these frequently provide fuller illustrations and indications of local usage. There is at present no comprehensive dictionary of American dialect, although the American Dialect Society is collecting material for such a dictionary.

The Society's periodical, *Dialect Notes*, (1890 - to date) contains preliminary glossaries, regional lists and other miscellaneous reference material on questions of American dialect.

The best English dialect dictionary is:

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1. Wright, Joseph. *English Dialect Dictionary*; being complete vocabulary of all dialect words still in use, or known to have been in use during the last 200 years; founded on the publications of the English dialect society. Frowde, London, 1898-1905. 6 vols.

It covers the complete vocabulary of all English dialect words still in use, or known to have been in use from the nineteenth century onward, in England, Ireland, Scotland and Wales and includes words which occur in both the literary language and dialect and excludes those which differ only in pronunciation but not in meaning. It indicates geographical areas in which each word occurs, with plentiful quotations. The sixth volume contains a supplement, bibliography and grammar. •

2. Halliwell-Phillips, James Orchard. *Dictionary of Archaic and Provincial Words, Obsolete Phrases, Proverbs, and Ancient Customs from the 14th. Century*. Routledge, London, 1924.

It contains words of early usage as also unusual, obsolete and provincial words which are often useful for additional instances and quotations for incidental information about local customs, observances, etc. It supplements Wright's *Dialect Dictionary* and is of an encyclopaedic nature.

1. Roget, P.M. *Theasaurus of English Words and Phrases*. New ed. Longmans, 1936.

It is classified and arranged so as to facilitate expression of ideas and to assist in literary composition.

It is classified in six main divisions, abstract



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relations, space, matter, intellect, volition and affections and an index.

2. Crabb, George. English Synonyms. Revised and enlarged by the addition of modern terms and definitions arranged alphabetically, complete with cross references throughout. Harper, New York. 1917. First Edition, published in 1816.

It is an alphabetical list arranged by the first word of a group of synonymous words with explanation and differentiation of the use and meaning of the words in the group. Cross references for each of the words are given.

3. Fernald, James Champlin. English Synonyms and Antonyms, with notes on the correct use of prepositions. New and enlarged edition. New York. 1914., in 2 parts.

Part one contains synonyms, antonyms and prepositions arranged alphabetically by selected words, with list of the synonyms, discussion of the differentiation and exact use of them and a list of antonyms.

4. Walker, J. The Rhyming Dictionary of the English Language in which the whole language is arranged according to its terminations, Routledge, 1924.

Contains 54,000 words, arranged alphabetically according to their reversed spellings, not phonetically, with an index of allowable rhymes.

### *Slang Dictionaries.*

1. Ware, J. Redding. Passing English of the Victorian Era; a dictionary of heterodox English slang and phrases, Routledge, London. 1909.

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It contains distinguishing different types of slang, as society, low life, Americanism, etc. Not trustworthy for American slang, the treatment of which is often inaccurate and amusing.

2. Farmer, John Stephen, and Henley, W. E. *Slang and its Analogies, past and present*; Routledge, London. 1820—1904. 7 Volumes.

It is a dictionary, historical and comparative, of the heterodox speech of all classes of society for more than a hundred years, and is the most comprehensive and important slang dictionary listing about 100,000 words. It contains explanations, derivations, forms of usage, illustrative quotations with reference to sources, and synonyms in French, German, Italian and Spanish. This is supposed to be a standard and an authoritative work on slang.

3. Patridge, Eric. *A dictionary of Slang and unconventional English from the fifteenth century to the present days*. Routledge, London. 1937.

It gives slang and colloquialisms, vulgarisms and solecisms, language of the underworld, nicknames and catch phrases inclusive of naturalized Americanisms. It covers the language spoken and written in the British Isles, India, Australia, New Zealand, Canada, South Africa and other parts of the British Empire, and includes all such relevant Americanisms as have been or are becoming naturalized.

## REFERENCE ASSISTANCE.

### *Miscellaneous Dictionaries.*

1. Fowler, H. W. Dictionary of Modern Usage. Clarendon Press, Oxford. First published in 1926, reprinted with corrections, 1930.

2. Harapp, G. P. Comprehensive Guide to good English. Rand McNally. New York. c1927.

Discusses only debatable points of correctness and special uses and distinctions in the use of words. General information is not given, but only special facts are mentioned when necessary to make a choice where there is a question as to which form to use. There is an appendix which contains a digest of grammatical rules, rules of punctuation, rules of capitalization and customary abbreviations.

3. Bosworth, Joseph. Anglo-Saxon Dictionary; edited and enlarged by T. N. Toller. Clarendon Press. 1882-98. Supplement by T. N. Toller, 1908-21.

4. Stratmann, Francis Henry. Middle English Dictionary. Clarendon Press, Oxford, 1891.

Contains words used by English writers from the 12th to the 15th century, revised and enlarged by Henry Bradley.

### *Commercial and Technical Dictionaries.*

Both public and university libraries need to supplement their stock of dictionaries as far as possible by various works devoted more specially to scientific, technical and commercial words and phrases. Such terms are not frequently found in

general dictionaries as the later are more or less designed for the use of non-specialists and also because they are not sufficiently up-to-date. The vocabulary of the technical and business man is expanding rapidly and it must keep pace with new discoveries, methods and materials. Dictionaries of this nature should be fairly encyclopaedic in scope to be of any use to the layman, since a mere definition often conveys as little to him as the word of which the interpretation is sought.

1. Pitman's Dictionary of Commercial Correspondence in English, French, German, Italian, Portuguese and Russian. New edition, enlarged and revised. Pitman, 1917.

It is a most useful series embracing words and terms used in commercial correspondence and also certain technical phrases. There is a volume for each of these languages with the name of the author in parenthesis. Following languages have each one volume:—German, Italian, Spanish, French and Portuguese.

2. Kellbridge, J.O. French-English and English-French dictionary of commercial and financial terms, phrases and practice. Routledge, 1933.

3. Schlomann, A. Illustrated Technical dictionaries in six languages, English, German, French, Italian, Russian and Spanish.

There are now 17 volumes each devoted to a certain field and altogether covering most branches of mechanics, engineering and textiles.

## REFERENCE ASSISTANCE.

The illustrations occupy the centre of each page, with the terms or phrases in three languages on the other side. There is an index at the end in one alphabet for all languages except Russian, which on account of its different alphabet, has a separate index.

4. Pitman's, Technical Dictionary of Engineering and Industrial Science in seven languages, English, French, German, Italian, Spanish, Portuguese and Russian, 1928-30. 5 vols.

5. Kettridge, J. O. French-English and English-French Dictionary of Technical Terms and Phrases used in civil, mechanical, electrical, and mining engineering, and allied sciences and industries, etc.

2 vols. in one. Routledge. 1925.

## CHAPTER FIVE.

### DICTIONARIES—FOREIGN

The use of foreign dictionaries varies according to the size and type of the library and the character of its patrons. A small library of English speaking readers can meet its requirements by a set of standard French, German and Latin dictionaries, whilst a library, surrounded by an immigrant population, will need dictionaries in all the languages spoken by them. University and large public libraries need the best dictionaries of all principal languages and more important of the minor languages.

The foreign dictionaries are divided into two groups. The first group contains standard dictionaries of a language in that language only, i.e. *Hermann's Deutsches Worterbuch*. This group is more complete and must be consulted when the fullest vocabulary or detailed and historical information is required. Only some one familiar with the language can make any use of this class. This kind serves exactly the same purpose as *Oxford English* or *Webster* for us.

The second group consists of bi-lingual dictionaries such as *German-English* or *Italian-English* dictionary. It is this type of dictionary that is most used in an average library. It is planned for people who are learning a language,

and it is less complete in vocabulary and generally does not give the historical information. Its main purpose is not to give complete information about a word but its meaning in the English language. It serves the purpose of the literary language but is often weak in scientific terms and popular expressions.

The use of bi-lingual dictionaries differs according to the class of user for whom they are designed. In a German-English dictionary for the use of an English reader learning the German language, the part dealing with German into English should be as much complete as possible, while the English-German part may be given briefer or less careful attention. The reverse is true of a dictionary prepared for the German reader learning the English language.

There is nothing more difficult than the choice of foreign language dictionaries. Their reliability and authority can only be determined by those who know the language thoroughly and even with them deficiencies remain unsuspected for years. Standard bibliographies should be consulted before a purchase is decided upon. Opinions must be sought but it must be remembered that specialists often have their own prejudices.

For the proper understanding of a language it is essential to use a dictionary which explains the words in the same language. Translation involves a thorough understanding of both the languages as it is rather difficult to appreciate the idioms and shades of meaning if the knowledge

of both the languages is not perfect. The use of a standard dictionary of the language itself should be encouraged.

The German language possesses many good dictionaries, of which the best historical dictionary is :

1. Grimm, Jacob and Grimm, Wilhelm. Deutsches Wörterbuch. Hirzcl, Leipzig. 1854-1934. Vols. 16.

It was begun in 1854 and volumes 14-16 are still incomplete. It is somewhat on the lines of *Oxford English* dictionary. The arrangement is clear and there are some quotations as well. Their design in brief was to give an exhaustive account of the wording of the literary language. It does not give pronunciation, and has irregular treatment of dates. It uses throughout small letters instead of capitals for common nouns, and hence it is supposed to be the main German authority for the noncapitalization of nouns in German.

2. Heyne, Moriz. Deutsches Wörterbuch, (Nach der neuesten amtlichen rechtschreibung,) Hugel. 1905-06. 3 vols.

3. Paul, Hermann. Deutsches Wörterbuch. 3 auf. Halle, Niemeyer. 1921. 1st ed. 1897, 2nd. ed. 1905.

There is really no modern German and English dictionary except.

4. Breul, K. Cassell's German and English Dictionary. Revised and enlarged by J. H. Lepper and R. Koltenhahn. 1936.

This is deficient in illustrative phrases and quotations and is in small type.



## REFERENCE ASSISTANCE.

5. Grieb, Christoph Friedrich. Englisch-deutsches und deutsch-englisches Wörterbuch, mit besonderer rücksicht auf aussprache und etymologie neubearb und verm. Von dr Arnold Schroer. 11. aufl. Schoneberg. Berlin Menton verlag. c1911.

6. Muret, Eduard. *and* Sanders, Daniel. Muret-Sanders Enzyklopadisches englisch-deutsches und deutsche-englisches Wörterbuch. Parallelwerk zu Sachs-Villattes Franzosisch-deutschem und deutsche-franzosischem Wörterbuche. Mit angabe der ausprache nach dem phonetischen system der methode Toussaint-Langenscheidt, 1922. 2 volumes in 4, paged continuously.

This edition is a reprint from 1900 and 1908 editions and no revision has taken place since then. This work contains a bewildering array of conventional signs and abbreviations. Illustrative quotations are grouped after the definition of each word.

The French dictionaries worth notice are :—

1. Dictionnaire de L' Academie francaise. 8 ed Hachette, Paris. 1932-35. 2 Vols.

Special attention has been given to modern technical terms, which have been coined by the Academicians. Its first edition came out in 1694.

2. Littré, E. Dictionnaire de la langue francaise. Hachette, Paris, (1863-1878). 2 Vols in four and supplement.

The work is somewhat out of date. It provides examples of all periods of French literature, and is the only French dictionary which provides good quotations, illustrating history of each word.

## DICTIONARIES—FOREIGN.

The arrangement of the dictionary is clear and good, with full definitions and treatment of etymology and history. The supplement contains technical terms and is naturally of little use now.

3. Hatzfeld, Adolphe, *and* Darmesteter, Arsene. Dictionnaire general de la langue francaise du commencement du XVIIe siecle jusqu'a nos jours. Delagrave Paris. [1895-1900]. 2 Vols.

It includes etymology, definitions and quotations, though its vocabulary is restricted.

4. Larousse, Pierre. Nouveau petit Larousse illustre; dictionnaire encyclopedique publie sous la direction de Claude Auge. Larousse, Paris. 1925.

It is an excellent small dictionary useful in a college library.

There are many bi-lingual dictionaries in French and English and a few out of them are:—

1. Clifton, C Ebenezer *and* Grimaux, A. Nouveau dictionnaire anglais-francais et francais-anglais, Compose sur un plan nouveau. Garnier, Paris. 1914. 2 Vols.

2. Gasc. Ferdinand E. A. A library dictionary of the French and English languages. Bell, 1931.

New edition with revised and enlarged supplement of new words and meanings, It is weak in technical terms.

3. Chevalley, A *and* Chevally, M. The Concise Oxford French Dictionary. O. U. P. 1934.

This is only a French English dictionary

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4. Manison, J. E. *Editor*. Harrap's Standard French and English Dictionary. Harrap. 1934.

Only the *French-English* part has been published. It translates into modern French everyday English to enable the English knowing reader to read French papers. Pronunciation is provided for, but not etymology or definition. Explanation of words is reduced to minimum, while translations are supported by illustrated examples. Also includes an appendix of abbreviations and a bibliography of dictionaries and encyclopaedias.

### *Italian Dictionaries.*

1. Melzi. Gian Battista. Il nuovissimo Melzik; dizionario italiano completo. Milan. 1920.

It is partly linguistic and partly scientific and is illustrated. A useful small dictionary and encyclopaedia of the *Petit Larousse* type.

2. Tommasco, Niccolo. Dizionario compilato dai signori Niccolo Tommaseo. Unione tipografica editrice lorinese, Turino. 1929. 6 vols.

No revision of the dictionary seems to have taken place. It is more or less a historical dictionary and contains numerous quotations.

3. Petrocchi Policarpo. Novo dizionario universale della lingua italiana. Milan. 1921. 2 vols.

It is much up-to-date dictionary and includes both current and obsolete terms, the more important ancient and modern scientific and technical

## DICTIONARIES—FOREIGN.

words, and geographical names. Pronunciation, conjugation and inflexion are given but not the etymology. This is the best dictionary for translation purposes.

4. Hoare, A. An Italian Dictionary. 2nd edition. Camb. Univ. Press. 1925.

It is based on Petrocchi and gives a bibliography of other dictionaries. It is written for the benefit of the Italian students studying the English language and for that purpose the *Italian-English* part is given more prominence than the *English-Italian* part.

5. Spinelli, N. Dizionario italiano-inglese, inglese-italiano. S.c. editrice internazionale. Torino, 1932-33, in two vols.

This dictionary includes appendices of proper names and provides much illustrative material.

6. Millhouse, John. English and Italian Pronouncing and Explanatory Dictionary, edited by Francesco Bracciforti. Amedeo Nicoacia, 1925. Milan, 2 Vols.

New phototypic edition revised, corrected and enriched with an appendix containing all the words and technical terms in general use during the last twenty years in science, industry, arts, crafts, sports etc.

### *Latin Dictionaries.*

1. Thesaurus lingua latinae. Teubner, Leipzig, 1900-34.

Volume one to four complete, 5 to 6 incomplete.

## REFERENCE ASSISTANCE.

It is the most useful dictionary in Latin and must be possessed by all the university and large reference libraries. It plans to include, with representative quotations from each author down to Antonines, with a selection of important passages from works of all writers to the seventh century.

Supplementum. Nomina propria (Onomasticon). Teubner. Leipzig, 1909-33. Vols 2-3.

2. Lewis, Charlton Thomas and Short, Charles. Harper's Latin Dictionary. New edition enlarged. New York. 1896.

It is based on Freund's Latin-German lexicon, edited by E.A. Andrews.

3. Smith, Sir William and Hall, T. D. Copious and Critical English-Latin Dictionary. New York. 1871.

A dictionary of medieval Latin is necessary if there is any likelihood of reading documents in medieval Latin. A mere dictionary will not help, unless a regular training has been taken beforehand by the reference assistant in palaeography.

4. Du Cange, Charles du Fresne, sieur. Glossarium mediae et infimae latinitatis, 1883-88. 10 Vols.

### *Greek Dictionaries*

An excellent small dictionary in Greek is by Gerald Maclean Edwards, entitled "*The English Greek lexicon*. 2nd edition. Cambridge University Press. 1915.

## DICTIONARIES—FOREIGN.

2. Liddel, Henry George *and* Scott, Robert. Greek-English lexicon. A new edition revised and augmented throughout by H. S. Jones. Oxford Clarendon Press. 1925-27. 3 parts.

It is the standard Greek English lexicon, covering the language to about 600 A. D., omitting Patristic and Byzantine Greek. It omits place names.

3. Passow, Franz Ludwig Friedrich. Handwörterbuch der griechischen sprache, Leipzig 1841-57. 2 Vols.

This standard Greek and German lexicon is also useful to the English reader as it includes geographical names omitted in Liddel.

### *Spanish Dictionaries.*

The Spanish language has:—

1. Academia espanola, Madrid. Diccioneire de la lengua espanola. 15a edition. Harnado Madrid. 1925.

It is a standard dictionary for Castilian language and gives derivation, usage and definition including phrases but contains no quotations.

2. *Cuyas Arturo. Appleton's new English Spanish dictionary.* Revised and enlarged by Antonio Llavo. Appelton. 1931.

This dictionary contains more than six thousand modern words and twenty five thousand acceptations, idioms and technical terms. It omits archaic words and contains a few illustrative phrases.

## REFERENCE ASSISTANCE.

Other minor languages of Europe e. g. Rumanian, Turkish, Swedish, Syriac etc. have not been included, as very seldom a reference assistant in an Indian Library is faced with questions dealing with these languages.

## CHAPTER SIX.

### DICTIONARIES—ORIENTAL LANGUAGES.

#### *Arabic Dictionaries.*

1. Elias, E. A. Elias Modern dictionary, Arabic-English. 3rd. edition. Revised and enlarged. Cairo. 1928.

It gives correct derivations under the root verbs. A number of corrections and improvements have been made and about 2,000 living words and phrases have been added. This edition is illustrated.

2. Elias, E. A. Elias Modern Dictionary; English-Arabic. 3rd. Edition. Cairo, 1929.

It is compiled with a view to the needs of Arabic speaking student in his study of English and for English speaking student of Arabic. The Arabic used is essentially modern and popular in Egypt and in all other Arabic speaking countries.

3. Badger, George Percy. English-Arabic lexicon. Paul. London. 1881.

In this dictionary equivalents for English words and idiomatic sentences are rendered into literary and colloquial Arabic.

4. Hava, J. G. Arabic-English Dictionary for the use of students. New edition. Beirut. 1921.

It is an excellent medium sized dictionary.



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5. Mohammad Sharif. English-Arabic dictionary of Medicine, Biology and allied sciences. Cairo. 1926.

It is based upon recent scientific literature and includes terms used in medicine, anatomy, physiology, surgery, obstetrics, etc.; and the various sciences closely related to medicine, botany, zoology, chemistry, physics, bacteriology, parasitology, Hygiene, etc.

6. Said, Khalil M. Centennial English-Arabic Dictionary. Beirut. 1926.

It is useful for the students of English in the Arabic speaking public in the near East.

7. Cameron, D.A. Arabic-English vocabulary for the use of English students of modern Egyptian Arabic. London. 1892,

8. Steingass, F. English-Arabic dictionary for the use of students and travellers. London. 1882.

9. Steingass, F. The students' Arabic-English dictionary. London. 1884.

10. Wortabet, William Thomson. Arabic-English dictionary. 3rd. Edition. Beirut. 1913,

A good many modern words or modern significations for old words, enclosed in brackets, have been added. A supplement of words now used in Egypt, including some of the most useful terms employed by the government departments, has been appended. This edition has been revised throughout and many hundreds of words and definitions have been added.

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11. Socrates, Spiro Bey. English-Arabic vocabulary of the modern Arabic of Egypt. 2nd. edition. Cairo. 1923

In the second edition a large number of the more commonly used classical words and a mass of technical terms employed in various trades and professions have been added.

12. Tabet, Cheri Antoine. English-Arabic Dictionary. Beirut. 1930.

It contains quotations which bear out and illustrate the meaning of each word; includes legal, financial, medical, military, scientific and idiomatic expressions and colloquial and even slang expressions with which conversation in English is now-a-days so much interpolated. Series of Arabic synonyms which are often the equivalents for English words, in the sequence of importance and use in Arabic, are given. The interpreter can pick up the right word and set it in his sentence.

13. Lane, Edward William. Arabic-English Lexicon. 8 parts: London. 1863-93.

The work is derived from the best and most curious eastern sources and comprises a very large collection of words and significations omitted in the kamoes with supplements to its abridged and defective explanations, ample grammatical and critical comments and examples in prose and verse. It contains all the classical words and significations commonly known to the learned among the Arabs and those of rare

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occurrence. This is, perhaps, the best *Arabic-English* dictionary.

### *Persian Dictionaries.*

1. Abdar-ar-Rashid of Tattah. Farhang-i-Rashidi. Persian dictionary edited by Zulfaqar Ali and Aziz ar-Rahman. Calcutta. 1870-75. 3 Vols.

2. Burhan-i-Khati. Persian Dictionary. Lucknow. 1888. (Teheran 1304). 2 Vols.

3. Doctor, S. B. The Student's Enlarged English-Persian Dictionary; pronouncing and explanatory. Surat, 1892

4. Haim, S. New Persian-English Dictionary. Teheran, 1934-36. 2 Vols.

It gives English meanings of over 50,000 words, terms and proverbs in the Persian language as well as the transliteration of the words in English character together with sufficient treatment of all the grammatical features of the Persian language. Also contains a short account of the pronunciation system.

5. Haim, S. New English-Persian Dictionary. Librairie-Imprimerie Beronkhim, Teheran. 1931. 2 Vols.

It is designed to give the Persian meanings of 60,000 words, idioms, phrases and proverbs in the English language.

Vol. 1- gives 38,000 words and about 15,000 idioms phrases and proverbs in the English language.

Vol 2. Contains an appendix. Contains words existing in the vocabulary but whose meanings

## DICTIONARIES—ORIENTAL LANGUAGES.

are either incomplete or incorrect; such meanings having been completed and corrected. It includes words for which, since the Dictionary was begun, better meanings have been invented by various Persian teachers, as compared with those given in the work.

6. Mohammad, A. A. K. *Beginner's Pronouncing Persian to English Dictionary with English to Persian Dictionary*, together with valuable appendices. The Noor Library, Academy of Islamic Research and Oriental Learning, Calcutta, 1924. 2nd Edition.

7. Phillott, D. C. *Colloquial English-Persian Dictionary in the Roman Character*. Baptist Mission Press, Calcutta, 1914.

It contains all English words in common use with their meanings in modern Persian with numerous examples.

8. Palmer, E.H. *A Concise Dictionary of the Persian language*. Trubner and Co., London, 1884. 2nd. edition.

It is chiefly intended for the use of travellers and others in Persia and contains all the words in use in colloquial Persian.

9. Schalfronch, H. Zahedi. *English-Persian Dictionary with appendices* "Khayam" Library, Teheran. 1928.

It gives an account of irregular verbs, weights and months in the Islamic Persian world.

10. Steingass, F. *A Comprehensive Persian-English Dictionary*. W. H. Allen and Co. Ltd., London 1892.

## REFERENCE ASSISTANCE.

Second impression published by Kegan Paul, Trench Turner and Co. Ltd., London. 1930.

It also includes Arabic words and phrases to be met with in Persian literature. It gives the English meanings of over 50,000 words, terms, idioms and proverbs in the Persian language. This is the most comprehensive Persian-English dictionary.

11. Steingass, F. A comprehensive English-Persian Dictionary. Sampson Low. London. 1930.

Revised, enlarged and entirely rewritten. Includes Arabic words and phrases to be met with in Persian literature. Throughout the book, strictly alphabetical order has been observed.

12. Richardson, J. Dictionary Persian, Arabic and English and English, Persian and Arabic; with a dissertation on the languages, literatures, and manners of Eastern nations. New edition with numerous additions by C. Wilkins. London, 1806-10. 2 Vols.

13. Mirza Fatah Khan. Farhang- i-Fakhri. Tabriz. 1937 (1918).

It is a Persian-French dictionary and gives French translation of Persian proverbs and idioms.

14. Naficy, Said. Dictionnaire francais-persian, contenant tous les mots usuels, familiers et populaires, tous les termes scientifiques et toutes les locutions et proverbes de langue francaise ancienne et moderne, traduite en persian litteraire et vulgare. Teheran, 1930.

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15. Bharucha, E. S. D. *Compiler*. Pahlavi-Pazend-English glossary and English—Pahlavi-Pazend glossary. Bombay. 1912.

The Pahlavi language contains, besides its own pure Iranian words, a certain amount of foreign non-Iranian substitute Vocables. The order of letters in this glossary is not according to the usual alphabetical sequence adopted in all dictionaries.

### *Urdu Dictionaries.*

1. Abdul Haq, *editor*. The Standard English-Urdu Dictionary. Anjuman-E-Urdu Press, Aurangabad (Deccan) 1937.

It is based on the Concise Oxford dictionary and contains about 200,000 words and phrases. An attempt has been made to render each English word into one Hindustani word and to furnish synonyms which are often numerous in a language like Hindustani (or Urdu) composed as it is of several languages such as Sanskrit, Hindi, Persian and Arabic etc.

2. Abdul Hakim, J. R. Modern colloquial Hindustani. Dictionary 10th. edition revised and enlarged. Allahabad, 1930.

3. Abdul Majid. Jami-ul-lughat. (Urdu dictionary). Lahore, 1933-35. 4 Vols.

4. Dosabhai, Bahmangi. Idiomatic sentences in the English, Gujarati, Hindustani and Persian languages in Oriental and Roman characters. Bombay, 1873.

5. Fallon, S. W. *assisted* by Faqir Chand. New English-Hindustani Dictionary with illustrations from English literature and colloquial English translated into Hindustani. Trubner, London. 1883.

## REFERENCE ASSISTANCE.

Technical terms in European arts, sciences, and philosophy have been rendered in popular Hindustani (Urdu) in addition to the Arabic and Sanskrit terms.

6. Misra, Mathura Prasad. A Trilingual Dictionary in English, Urdu and Hindi. Lazarus and Co., Benares. 1865.

This is a trilingual dictionary of the English language, dealing with English-Urdu and Urdu-English-Hindi. It deals mostly with the common words used in every day life, and serves a useful purpose both for the student and the public.

7. Platts, John T. Dictionary of Urdu, classical Hindi and English. Crosby Lockwood, London. 1911.

The etymology of the words is given,

8. Wilson, H. H. Glossary of Judicial and revenue terms, and useful words occurring in official documents relating to the administration of the government of British India from the Arabic, Persian, Hindustani, Sanskrit, Hindi, Bengali, Uriya, Marhathi, Guzarathi, Telugu, Karnatu, Tamil Malyalan and other languages, compiled and published under the direction of the East India Company. Wm. H. Allen, London. 1855.

9. Sen, Jatindra Nath. The Twentieth Century Trilingual Dictionary. G. A. Asghar and Company, Allahabad, 1911.

It is a trilingual dictionary of the English language, of English-Urdu and of English-Hindi. The issue of this trilingual dictionary has been equally useful to the student, teacher, public and government officials.

The Government of the United Provinces having ruled that their officials should make themselves distinctive, nearly all the diversities, more or less, are traceable to a common parent. There is a feeling existing in some quarters that no words are properly entitled to a place in the Hindi dictionary that are not traceable to Sanskrit, but there is a strong body of accomplished orientalist who hold the contrary opinion. The main aim of the compiler has been to prepare a dictionary that shall meet the want of students rather than scholars.

*Sanskrit Dictionaries*

1. Apte, V. G. The Students' Sanskrit-English Dictionary. 3rd. edition Revised and enlarged. Bombay. 1920.
2. Apte, V. G. The Practical Sanskrit-English Dictionary. 3rd Edition, revised and enlarged. Bombay. 1924.

It contains appendices on Sanskrit prosody and important literary and geographical names in the ancient history of India.

3. Apte, V. G. The Crown Sanskrit-English dictionary. Poona, 1912. 2nd. edition, 1933.
4. Apte, V. G. The handy and up-to-date English-Sanskrit dictionary. 2nd. Edition. Bombay, 1914.

It has an appendix containing Sanskrit equivalents for Latin, French, Greek phrases, etc. commonly used in English. Revised and enlarged by B. D. Mulgaokar with 2 appendices



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on foreign words and phrases and synonymous proper nouns. Bombay, 1936.

5. Benfey, Theodore, *compiler*. Sanskrit-English Dictionary, with references to best editions of Sanskrit authors and etymologies and comparisons of cognate words chiefly in Greek, Latin, Gothic and Anglo-Saxon. Longmans, London. 1866.

The work includes all the words occurring in different Chrestomathies and selections generally in use and in the texts usually read by the students, as the Hitopadeca, Panchatantra, Manu's laws, Cakuntala, Vikramoravaci, Uttararama-charita, Malatimadhava, and Meghaduta.

6. Bohtlingk, Otto *and* Roth, Rudolph. Sanskrit-Worterbuch; herausgegeben von der Kaiserlichen Akademie der Wissenschaften, bearbeitet. St. Petersburg 1855-75. 7 volumes,

6. (a) Bohtlingk, Otto von. Sanskrit-Worterbuch in Kurzerer fassung bearbeitet. Buchdruckerei der Kaiserlichen Akademie der Wissenschaften. St. Petersburg 1878-89. 7 volumes in 4.

7. Cappeller, Carl. A Sanskrit-English Dictionary based upon the St. Petersburg lexicons. Karl J. Trubner. Strassburg. 1891.

No etymology is given but contains a mention of part of speech only.

8. Stchoupak, N *and* others. Dictionnaire Sanskrit-Francais. Librairie D' Amerique et D' Orient, Paris. 1932. [Publications de L' institut de civilisation Indienne].

9. Macdonell. A. A. Sanskrit-English Dictionary. O. U. P. London. 1924.

## DICTIONARIES—ORIENTAL LANGUAGES.

It is a practical handbook with transliteration, accentuation and etymological analysis.

10. Tarkavachaspatī, Taranatha. Vachaspatya; a comprehensive Sanskrit dictionary. Calcutta. 1873. 10 parts.

The derivations and different meanings with illustrations of all words which are found in the *Wilson's* Sanskrit dictionary and *Radhakantas'* *Sabdakalpadruma* are given. Numerous vaidik words not to be found in *Bothlingks'* Sanskrit-German dictionary are included. The inclusion of technical words of Hindu law is a speciality.

11. Rām Jasan. A Sanskrit and English dictionary. Benares. 1870.

It is an abridgment of *Wilson's* dictionary, with an appendix explaining the use of affixes in Sanskrit.

12. Williams, M. Sanskrit-English dictionary. Oxford. 1872.

It is etymologically and philologically arranged with special reference to Greek, Latin, Gothic, German, Anglo-Saxon and other Indo-European language.

New edition greatly enlarged and improved by E. Leumann, C. Cappell and others. Oxford, 1899.

13. Wilson, H. H. A Dictionary of Sanskrit and English. A. Asher & Co., Berlin, David Nutt. London. 1856, 1858, 1860, 1884.

## REFERENCE ASSISTANCE.

It is extended and improved from the second edition of the dictionary of H. H. Wilson with his sanction and concurrence; together with a supplement, grammatical appendices and an index serving as an English-Sanskrit vocabulary by Theodor Goldstucker.

14. Handy English-Sanskrit dictionary by B. D. Mulgaokar. Gopal Narayan & Co., Bombay, 1936. Second Ed. revised and enlarged.

It has two appendices on foreign words and phrases and synonymous proper nouns.

### *Hindi Dictionaries.*

1. Dowson, J. A classical dictionary of Hindu Mythology and Religion, Geography, History and literature. London. 1879.

2. Bate, J. D. A Dictionary of the Hindi language. Lazarus & Co, Benares. 1875.

This is decidedly an advance over Thompson's work. It contains about twenty-five thousand words in excess of those given in Thompson's dictionary. These words have been gathered from the writings of the people's favourite authors. Eight dialects of Hindi are generally known, which, in their characteristic diversities, are conversant with both the forms of the vernacular in these provinces; Hindi and Hindustani.

3. Thompson, H. T. A dictionary in Hindi and English. Thacker & Co., Calcutta. 1846.

In this work the compiler has tried his best to give the commonest words in use in Hindi,

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selected from various publications or known to be in general use. He confesses that he has omitted in this work certain terms not at all calculated to promote the study of any science and which are always absent in the common English dictionaries.

4. Shastri, Vishna Bandhu. A Complete Etymological Dictionary of the Vedic language (as recorded in the Samhitas) in Sanskrit, Hindi and English. Lahore, 1922.

It has a special reference to cognate Indo-languages, past and present and is critically edited.

5. The Twentieth Century English-Hindi Dictionary by Sukhsampittirai Bhandari. 1937. Dictionary Publishing House, Ajmer. Published Pt. I only. Pt. II in press.

It contains commercial, economic, political, medical, anatomical, physiological, surgical, midwifery, scientific, astronomical, mathematical, botanical and zoological terms with their Hindi equivalents and explanations.

### *Bengali Dictionaries*

1. Dev, Ashatosh. Student's Favourite Dictionary. (Anglo-Bengali). 2nd. edition. Calcutta. 1936.

2. Ganguli, B. The Student's Dictionary of Bengali words and phrases translated into English. 15th. edition, revised and enlarged, Calcutta, 1938.

3. Pargiter, F.E. Vocabulary of Peculiar Vernacular Bengali words. Calcutta, 1923.

4. Belsare, M. B. The Pronouncing and Etymological Gujrati-English Dictionary. Ahmedabad, 1895.

## REFERENCE ASSISTANCE.

### *Pali Dictionaries*

1. Childers, R. C. Dictionary of the Pali language. London, 1875.

2. Malalasekera, G. P. Dictionary of Pali Proper Names'. John Murray, London. 1937-38. 2 volumes. [Indian Text book series.]

The work includes, besides other materials, information obtained from the whole of the Tipitaka and all the commentaries. Names of Suttas, Jatakas and of Pali works of any literary importance written in India, Burma and Ceylone, prior to 1700 A.C. are given.

3. Rhys, Davids T. W. The Pali Text Societys' Pali-English dictionary, The Pali Text Society, Chipstead, Surrey. 1925.

A short bibliography of Pali, Post Canonical, Buddhist Sanskrit and translations is printed at the commencement of the book.

4. Soothill, W. E. and Hodous. L. A Dictionary of Chinese-Buddhist terms; with Sanskrit and English equivalents and a Sanskrit index. London, 1917.

### *Marhatti Dictionaries*

1. Apte, Vasudev Govind. Marathi Shabdaratnakar, 2nd edition revised by Laxman Ganesh Lall. Poona, Gopal Balawant Joshi. Anandakaryalaya 1932.

It gives about one lac words, 70% on comparative study of Indian languages and Marathi vocabulary; slang, obsolete and technical terms are excluded; provincial and local words are included; no quota-

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tions but reference in abbreviations to some standard texts are given, and also etymology of some words in the appendix.

2. Bhide, Vidyadhar Vaman. Marathi Bhashecha Saraswatikosha, Shankar Narahar Joshi, Chitrashala Press, Poona, 1930. 2 Vol.

10% words on origin of Marathi are given, slang, obsolete and technical terms are excluded; Etymology, derivation, development of meaning, figurative usage, common, and special usages are included; no quotations, but sentences composed by the author are put in to illustrate meanings; author does not guarantee the correctness of etymological information as that science is undeveloped in India; appendices for Sanskrit and Marathi are in Vol. 2.

3. BHIDE, Vidyadhar Vaman. English and Marathi Dictionary with syllables, accents, roots and phrases, etc, Damodar Savalaram and Co., Bombay, 1910.

About 30,000 English words, phrases are given in the appendix; and also pronunciation of English words in Marathi characters.

4. Maharashtra Koshamandal. Maharashtra shabdakosh, 1935, 4 Vols.

It gives essays on dictionaries in general, philology and languages of the world, Maratha people and their language, origin and history of Marathi language, encyclopaedic information; etymology, developement of meaning, derivation, slang, obsolete words; technical terms; quotation to illustrate etc.

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5. Molesworth. J. A dictionary of Marathi and English, *assisted* by George and Thomas Candy, second edition revised and enlarged. Court of Directors, East India Company. Bombay, 1857.

It contains slang, phrases, derivations of few words, quotations etc; without the mention of authors and titles.

6. Vaze, Shridhar Ganesh. The Aryabhushan School Dictionary, A. V. Patwardhan, Aryabhushan Press, Poona, 1928.

No etymology is given, and slang, obsolete technical words are excluded.

There is only one Chinese dictionary of note.

Giles, H. A. Chinese-English dictionary. 2nd edition, revised and enlarged. Kelly and Walsh; Shanghai, and London. 1909-12; 3 Vols.

It is suitable for translations and includes scientific, technical, modern and documentary terms. This work is based on the Dictionary of Stent.

### *Japanese Dictionaries.*

Hepburn, James Curtis. Japanese-English and English-Japanese Dictionary. 7th, Edition. Tokyo. 1923.

## CHAPTER SEVEN.

### YEARBOOKS.

Yearbooks are specially compiled to provide information in a concise form within a limited field. The encyclopaedias trace the history and the present development of a subject, while yearbooks, on the other hand, restrict themselves to the latest and current information and do not, as a rule, give the historical phase unless concerned with a historical subject. "The yearbook is of a most solid and enduring type. Statistics, brief biography, a pot-purri of facts which are the staples of the other types, in the best yearbooks are but the appetising garnishings for substantial articles, monographs, all parts of a current compendium for the field covered".

As the yearbooks are concerned mainly with the current and latest information on a subject, frequent revisions are necessary to keep them abreast with the times and as a rule new issues appear every year. It is imperative that no time should be unnecessarily wasted in procuring new issues soon after they are available. Each new issue should be looked into and a note taken of any new features and alterations.

The encyclopaedias deal mainly with the theoretical aspects of a subject, while yearbooks concentrate themselves on factual information.



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The latter have a systematic arrangement and thus involve the provision of an index and a table of contents. This feature renders it particularly necessary for the reference assistant to study their contents and to get fully acquainted with the kind of information that can be got out of them. If the reference assistant really knows what is contained in them and how to find it quickly, he can spot answers to a surprisingly large proportion of enquiries, because these books are compact and comprehensive compilations of facts and figures relating chiefly to matters of current interest.

The yearbooks do not become useless when superseded by new issues; and the older editions, however, still retain a distinct value because they furnish information of historical value, and show what was the state of affairs in any particular year. Their back volumes are as worth keeping and as dependable and frequently consulted as the volumes of any high class journal. Due to their historical value it is desirable that all the back volumes of any yearbook, which provide reliable information, must be preserved indefinitely.

There are generally four kinds of yearbooks although sometimes it becomes extremely difficult to class many of these works in any particular group because of the miscellaneous character of their contents. The classes are:

1. *Statistical yearbooks or annuals* are usually government or semi-official publications treating a single country or countries. Statistics play an increasingly important part in modern

life. These supply information on all political, social, scientific, commercial and other topics.

Their mode of collection and the validity of conclusions drawn from them are not above suspicion. They must, therefore, be used with great care. The reference assistant has little concern with the validity of statistics and he can safely present statistical information as long as he believes that it is backed by a responsible body or person.

England has two official yearbooks.

*Statistical Abstract for the United Kingdom* and *Statistical Abstract for the British Empire*. Both cover a period of fifteen years and provide tables for all subjects on which the government collect information regularly. Figures on population, immigration and emigration, education, trades, manufactures, etc. are provided.

Most countries issue similar publications, and the Indian Government has *Census of India* issued after every ten years giving a variety of interesting tables. The *Indian yearbook* (Times of India) gives an excellent survey of economic data and information available from recent economic publications. The United States of America publish *Statistical Abstracts* beginning from 1878 issued by the Bureau of Foreign and Domestic Commerce. Abstracts for most of the foreign countries are contained in the *Statesman Yearbook*, the *Statistical Yearbook of the League of Nations* and in the *International Yearbook of Co-operation*.

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2. For accounts of lives of all persons, the biographical yearbook should be consulted. They may be universal in scope, national or be confined to living people, although some biographies may be found lurking in general encyclopaedias, magazines and collections of essays.

"*Who's who*" is an annual biographical dictionary of famous men and women living, and dates back to 1849. Biographies in "*Who's who*" are generally reliable, and the lists of an author's writing are frequently valuable.

"*Who was who*" in two volumes contains biographies of those who died in the period 1897-1916 and 1917-1928 respectively.

Kelly's *Handbook to the Titled Landed and official classes*, and Burke *Genealogical and heraldic history of landed gentry of Great Britain* used for genealogical questions and lists innumerable specialists connected with religion, politics, literature, art, etc.

America has "*Who is who in America*" which is issued after every two years and contains a geographical index which gives the names of the persons included in the book, arranged by State and City.

France has "*Qui etes-vous ?*", Germany has "*Wer ist's ?*", Italy "*Chi e ?*" Canada "*Who is who in Canada*" and China "*Who is who in China*". There are similar "*Who is who*" for Australia, New Zealand, South Africa, etc.

Short biographical lists are included in many of the almanacs and other yearbooks. The

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*Indian Yearbook* lists short biographies of famous Indians and a section is devoted to the ruling princes and chiefs of Indian states.

*The Indian Who's who.*, edited by Waman P. Kabadi. Bombay.

Short Biographies of persons resident in India are given. Prominent people figure side by side with unimportant ones.

"*Who is who*" type is now very familiar, successful and useful but somewhat overdone at the present moment by cheap and careless imitators.

3. "Almanacs are annual handbooks containing a variety of useful information. No other description is possible". *Cowley*. They contain the latest information on any subject likely to be useful to the general public. They do not provide encyclopedic information on any subject and thus do not embrace all knowledge or any branch of the knowledge. Their original purpose was to serve as calendars and the forecasting of coming events. They gradually began to supply statistical, official and political information. They are one of our best sources for concise tables of statistics on law, government, finance, education etc.

England has:

1. Whitaker, Joseph. Almanac. 1869 to date. Whitaker. London.

This is the best English almanac of modern kind. It provides detailed statistics for the British Empire on such subjects as government, education,

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finance, commerce etc. with brief statistics for foreign countries. Information about England is very detailed and gives information about the British Parliament, the government and its departments, peerage, universities, museums, parks, art galleries and a dictionary of abbreviations. It is not possible to enumerate its contents. This is the most important single work in any reference collection. There are two editions each year; the cheaper edition does not include sections on colonies and foreign countries or annual summaries. There is a full index at the front. Its constant usefulness is an endless source of surprise.

2. Scotland has *Oliver and Boyd's Edinburgh almanac and national repository, 1837-1932*. Summaries of Scottish statutes, parliamentary papers, statistics, lists of officials etc are included. It, also, contains a section for England and the Empire.

The United States has :

1. World Almanac, 1868 to date. Published by the World Telegramme, New York.

It is one of the most useful of the American almanacs of miscellaneous statistics. It contains factual information in concise form and many statistics on a wide variety of topics; such as finance, government, agriculture, trade and commerce, population, religion, education, sports, societies, important treaties, elections returns, chronology of important events for the previous

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year, scientific progress for the year etc. An alphabetical topical index appears at the front of the volume. It deals very fully with American events and conditions than the Whitaker does with English affairs and over 300 pages are devoted to foreign countries and general information.

4. *Yearbooks.* The yearbooks take the form of the chronicle of events in general like the Indian Yearbook or in some department of knowledge like the Yearbook of Education or by giving almanac information for some specific purpose, like the Statesmans yearbook.

*The Annual Register* is a review of public events at home and abroad. 1758 to date. Longman. It narrates the political history of the year, arranged chronologically by chapters. Information about Great Britain is given in more details than about the foreign countries. This is a chronicle of events and a retrospect of literature, art and science. Some of the public documents are also included. A chapter on Indian affairs is also given.

2. The Constitutional Yearbook. Harrison, London. 1885 to date.

The work contains political and general information about England, facts and statistics of public interest as are often obtainable only among Parliamentary Blue books and other official documents. Its scope is chiefly political. Complete information relating to Parliamentary Consti-

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tuencies, Members, Candidates, elections, and condensed tables of statistics on many subjects of national importance are given. In the statistical section facts are given which are essential for the study of current economic and industrial problems including specially compiled statistics dealing with the British Empire and foreign countries.

3. *The American Yearbook* is a similar record of events and progress. Edited by A. B. Hart. 1910-1919, 1925 to date.

It records the achievements and progress in activities which are the fields of public and private organizations in sciences and the humanities. Many associated learned societies have co-operated in the production of this work. An important feature is the list of addresses of societies and research institutions. Each article is written by an expert and is signed. It covers subjects on all the countries with especial emphasis on the United States.

3. *Statesman Yearbook*. is a statistical and historical annual of the states of the world; 1864 to date. Macmillan. London.

It provides information concerning the rulers, constitutions and cabinets of the governments of the world, population, important industries, education, finance etc. with good bibliographies for each country. It is divided into three parts; first part deals with the international organizations and the British Empire., the whole of the second part is devoted to the United States, and the third part gives a descriptive account of the

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governments of other countries. This is a very important publication like the Whitaker's *Almanac*, and must be very closely studied by the reference assistant.

4. Daily Mail Yearbook. *Edited* by David Williamson Associated Newspapers, London. 1901 to date.

Topics of public interest during the year are discussed by experts in the shape of articles which are signed. It is edited on the same lines as Whitaker's *Almanac*. Information on all imaginable topic of the world is given in concise form. A full index is provided in the beginning. It is British in outlook and specially full for statistics of the British Empire, with brief statistics for foreign countries. A biographical section, giving brief accounts of lives of prominent people, is also given.

5. The Labour Yearbook; issued by the general council of the Trade Union Congress and the National Executive of the Labour party. Labour Publication department, London. 1916 to date.

This is the best work for many questions on various kinds of labour topics and contains also a considerable amount of information on foreign aspects of the subject. History of the British labour movement is given in details. Much of the statistical information is also included.

6. Almanach de Gotha. Gotha; Perthes, 1763 to date.

It is primarily a genealogical handbook of the



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royal and princely houses of Europe and the sovereign houses of the world. The rest of the work is restricted to the statistical and descriptive information about the various countries of the world and the lists of the principal executives, legislative and diplomatic officials of each. Several supplementary Gothaische Taschenbücher have been published from time to time, giving fuller details concerning princely, ducal and other noble families.

7. *Annuaire General*, 1919. Larousse. Paris. 1919. to date.

It contains similar information as is to be found in the *Statesman yearbook* with a statistical abstract of the world, a section for France and one for the foreign countries.

8. *Europa Yearbook*; an annual survey of European politics, art and literature, a European Who's who and directory, and statistical review of Europe.

It is a loose leaf publication kept up to date with additional and revised sheets at frequent intervals. It is in two volumes; first being the *Encyclopaedia of Europe* which concerns itself mainly with international relations, organizations, economic conditions etc. and gives a survey and directory of political, industrial financial, cultural and scientific organizations in every European country. It provides information on non-European institutions and representatives in Europe.

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The second part contains "Who's who in Europe". The publication contains no index, which makes it imperative to study its arrangement and scope. It has a list of contents at the beginning of the sections.

### *India.*

9. The Indian Yearbook. Bennett. Bombay. 1914 to date.

A statistical and historical annual of the Indian Empire. It gives a very useful survey of social, political and economic conditions of India and gives notice about the recent economic publications. It is issued unofficially and contains a large amount of descriptive and statistical informations and contains a *Who's who* of famous Indians to which a similar section for Indian princes is also appended.

10. The Indian Annual Register; an annual digest of public affairs of India, recording the nation's activities each year in matters political, economic, industrial educational, social etc., edited by Nripendra Nath Mitra. The annual register office, Calcutta. issued in six-monthly volumes. 1918 to date.

The first volume (January to June) gives a chronicle of events, political, social, economic, and constitutional. Bills passed by the Council of State and Central Assembly and the provincial assemblies during the period are given. Proceedings of the Indian National Congress and its working committee are given in full details.

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Proceedings of all the political and some of the non-political conferences are also included. The second part (July to December), in addition to the above mentioned information, includes convocation addresses of all the Indian universities. This is a very useful work on Indian problems and is national in its character.

11. The National Yearbook : a book of reference to all the leading questions of the day; published by the Book Company, Calcutta. 1938.

Matters of everyday interest topical subjects, social, political and economical questions, forms of governments of different countries, education, agriculture, export and import, Indian Native States, Indians overseas, Indian National Congress and records of all kinds of sports etc. are given. Indian matters have been dealt with in details. An index is provided in the beginning.

12. Indian States Register and Directory, 1932. (Third Issue). *Edited* by A. N. Sudaresanam, Madras. Issued at irregular intervals.

Includes conferences held by and about states in India and extracts of the administration reports issued by the various states. Proceedings of the meetings of the Chamber of Princes are also given. Very useful statistical information is provided about the states. It has an index at the end.

13. The India Office List. Compiled from official records under the direction of the Secretary of States for India in Council. Harrison, London. 1855 to date.

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It lists officers serving in India holding only substantive appointments and contains the names of all members of the All-India services and the Indian political department, of chaplains on the Indian Ecclesiastical establishment and other officers drawing substantive pay of not less than Rs. 1,000 a month. An index of subjects and appointments and another index of names are also given.

14. India. Commercial intelligence department. Statistical Abstract for British India. H. M. Stationary Office, London. 1924 to date.

It also gives statistics, where available, relating to certain Indian states. It is a continuation of *Statistics of British India* and *statistical abstracts relating to British India* published by the Commercial Intelligence department, India, and the India office respectively.

15. India, Home department. India in the year—Government Printing, Calcutta. 1917 to date.

This is an official survey of political affairs prepared by the Central Government for presentation to the British Parliament in accordance with the requirements of the 26th section of the Government of India Act.

16. China Yearbook. 1912-19. 1921/22 to date. edited by H. G. W. Woodhood. North China daily news. Shanghai. 1912 to date.

It gives important sources of documents dealing with events in Manchuria, Tienstein and

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Shanghai. It supplies general information about the geography and history of the country and the peoples, agriculture, colonies, public health, climate, geography, trade and commerce, imports, treaty negotiations, communications, finance, labour, religion, shipping, army and navy. A "*Who's who*" contains biographies of important Chinese. The publication has no official status but is quite reliable.

17. Japan Yearbook. 1906 to date. Tokyo.

It gives information about geography, geology, outline of history, Imperial Court, politics and local government, civil and military services, diplomacy, religion, education, labour, social problems, justice, medicine, sports, literature, amusements, railways, shipping, finance and foreign trade. It includes a list of learned and social institutions, a business directory, and a "*Who's who*". Also gives important short bibliographies.

18. United States Congress. Official Congressional directory. Washington. 1909 to date.

It provides a biographical dictionary of members by states; list of state delegations, alphabetical list of senators and representatives with terms of service, committees, list of secretaries of the senators, description of capital buildings with diagrams, departments of government with their representative functions, foreign consular offices, diplomatic representatives, press galleries, etc.

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19. Canada Yearbook. The official statistical annual of the resources, history, institutions, and social and economic conditions of the Union. Ottawa. 1905 to date.

There are yearbooks on all sorts of subjects and many provide information about organisations or a group of organisations having common characteristics. The yearbook of the scientific and learned societies of Great Britain and Ireland, the Index Generalis and Minerva are all concerned with learned institutions and societies in general. A few dealing with special subjects are given below:—

1. Minerva. Jahrbuch der gelehrten Welt. De Gruyter Berlin. 1891/92 to date.

It was suspended from the year 1914 to 1919.

It provides a list of the universities and colleges of the world arranged by names of towns. It gives under each town, names of universities and colleges, technical schools, museums, libraries located there, with names of prominent professors connected with them. It is in three volumes and volume third contains an index of personal names.

2. Index, Generalis. The yearbook of the universities, libraries, astronomical observatories, museums, scientific institutions, academies, learned societies etc. Paris. 1919 to date.

3. The Yearbook of Education. Edited by Lord Eutace Percy. London. 1931 to date.

It gives a survey of all phases of education in the British Empire with short articles on education in

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some foreign countries. Part one deals with Great Britain and Northern Ireland; Part two with the British Commonwealth of Nations; and part three concerns itself with the foreign countries. Also has an index.

4. *Banker's Almanac and Yearbook*. Skinner. London. 1840 to-date.

It is a directory of principal bankers of the world and a banker's guide to the principal insurance officers.

5. *Shipping World Yearbook*. A desk manual in trade, commerce and navigation. Edited by Sir Archibald Hurd. 1886 to date.

It is a port directory of every port of the world having any commercial importance. It has a "Who's who" in the shipping world, and the tariff schedules of the countries of the British Empire are also given.

## CHAPTER EIGHT.

### BIBLIOGRAPHY.

The New English dictionary defines comprehensively the word, "Bibliography", "as the systematic description and the history of books, their authorship, printing, publication, edition etc." and another more specific definition in the same dictionary is "A list of books of a particular author or country or of those dealing with any particular theme of the literature of a subject". This is a somewhat restricted definition and with this we come across every day.

Bibliographies are really lists of books. Dictionaries interpret terms and words, and encyclopaedias provide a general groundwork of information with indications of further sources of information; while bibliographies serve as lists of printed material, but are always compiled more or less to a predetermined purpose. The catalogue of your library is a bibliography and a big work like the United States catalogue is also one; while a list of few books at the end of an article in an encyclopaedia is as well a bibliography. It may be a list of the works of an author or about a subject. But often it is combination of both. The compiler of bibliography has a wide field before him, for there is no limit to the scope or contents of his work, except that which he may choose to



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set. An ideal bibliography, which shall include all that an author ever wrote, or all that has been written about a subject, with appropriate annotations and arranged according to a suitable plan, is likely to be an ideal rather than a realization. Comprehensiveness is usually all that can be attained. Generally bibliographies are selective. Often they attempt to list only the best books on a subject, or the newest or those published in a given language, or those which are easily available. Completeness within limits is very desirable.

Bibliographies serve many purposes, such as they indicate what books have been published on a subject, or by an author. When resources of a library on a given subject are exhausted, recourse must be had to lists of other libraries in the locality, extending the field of research to more and more sources. This encourages inter library co-operation. They are invaluable in the selection of books for libraries, both big and small. They serve as additional references to one's own books as their analytical entries disclose materials which are not included in the catalogue. They are of interest and of value to a great number of people who wish to use them as guides to further reading and study and whose concern lies in their location rather than their compilation.

To go a little out of the way, it may not be out of place to say a few words about the way in which bibliographies should be compiled. The average Indian librarian has probably never

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compiled a bibliography on a subject or about an author. The art of making them is an accomplishment which all librarians should possess. The technique, in simpler forms at least, is not difficult, and once mastered, it may prove as an aid and stimulus to study and research. All references, once collected, may be recorded on slips or cards, their size depending upon the amount of data to be indicated. The usual size of cards is  $3 \times 5$  or  $4 \times 6$  inches. Only one title on one slip or card should be entered. Such a record will permit the insertion of later titles without the necessity of continual recopying.

It should be decided beforehand how much information is to be given. In any case author's name, title, place of publication, pagination, and price should be included. Annotations are necessarily added afterwards. How much of this information is to be included in any particular bibliography, will depend on the purpose for which it is to be used and on the type of references to be included. Great care should be taken to make sure that citations are complete and correct. Annotations, which will indicate the character and value of the titles cited, are often very useful even though they may not be incorporated in the compiled work. Neatness and legibility are essential.

There are three different kinds of materials which are generally found in bibliographies *i. e.* whole works, parts of works (analytics), and periodical or serial references. Differences in form

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of publication, and also for the purpose for which the list is intended, make it necessary to vary the form of citations used to meet conditions and circumstances. Books, that is complete works, are less difficult to describe than parts of books or periodicals.

When the bibliography has been completed on cards, the information may be copied on sheets where it can be consolidated more easily.

Title enteries are made when there is no specific author and the number of the volumes should be given instead of the pagination where a work consists of more than one volume. References, to parts of books are not quite so easy since there is a greater choice in the form which an entry may take, and the method of listing the reference depends largely on the emphasis desired. References to parts of works by several authors are often desirable, as well as references to parts of works by individual authors.

The form of entry used for periodicals depends somewhat upon the purpose and length of the list. If needed, the entry may be made under the name of the author of the article, followed by the title and the periodical citation. On the other hand, particularly in case of short lists, the entry may be made with the periodical citation first, followed by the name of the author and title of the article. The latter arrangement has the advantage of bringing all references to the periodical together.

Every subject bibliography should also include

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relative works in other foreign languages, as the subject bibliography is not complete if compiled from one language only. Of course only those languages should be included which are likely to be easily understood by those who use it.

Reference assistants should constantly be on the look out for new and more up-to-date lists than are to be found in recognised works of reference. In this era of mass production of books new bibliographies come out every day. The standard works on bibliographies of bibliography quickly go out of date. New subjects, which have not been listed in the existing bibliographies, spring out and it is important that a careful note should be made of books dealing with such subjects. Reviews of new books coming out in periodicals, especially the library and bibliographical periodicals, should be looked in, as many special lists of books are often printed in these and journals of the learned societies. Bibliographies are, sometimes, found as footnotes in the pages of a book, as short lists of books recommended by an author. Prefaces and introductions may contain similar sources. Many standard informative books, encyclopaedias, etc give important bibliographies.

There are general bibliographies which cover books of various nations and periods, limiting the description of books according to their scope. National bibliographies limit themselves to the literary output of a country while selected bibliographies list best books on all topics or subjects and periods. Library catalogues describe their

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own holdings only. There are special bibliographies which deal with one subject. These classes often overlap, as any particular bibliography may belong to more than one class.

### *Bibliographies of bibliography.*

Bibliographies of each year are included in the following annual issue of

Internationale Bibliographie des Buchtheckwesens. Harrossowitz, Leipzig, 1904-1912. 1922 to date.

and 2. Internationaler Jahresbericht der Bibliographie. 1930. Harrasswitz, Leipzig, 1931 to date.

Both have sections for general and national subjects and individual bibliography.

3. Petzholdt, Julius. Bibliotheca Bibliographica; kritisches Verzeichniss der das gesamtgebiet der Bibliographie betreffenden Litteratur des in-und auslandes. Engelmann, Leipzig. 1866.

The work, though old, is still very useful. A proposal was made in 1931 to revise the 1866 edition, but nothing has so far been done. It contains full descriptions of bibliographies listed and provides historical and critical annotations. The arrangement is systematic, with an author and catchword index.

4. Courtney, William Prideuax. Register of National Bibliography, with a selection of the chief bibliographical books and articles printed in other countries. London 1905-12. 3 volumes.

The first two volumes list bibliographies

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published before 1905 and the third volume supplements the first two volumes and lists bibliographies published after 1905. Bibliographies are listed subjectwise and are arranged alphabetically. Lists in periodicals and other analytical material are also included and sometimes articles containing bibliographical information are also given.

5. Stein, Henri. *Manual de bibliographie generale; bibliotheca bibliographica*. Hova. Paris, 1897.

Stein's work is based on Petzholt. It lacks an author index, but has a useful subject index. The latter includes the Latin names of places. It contains universal, national and regional subject bibliographies. It also, contains alphabetical list of places having printing presses before the nineteenth century and list of indexes of periodicals in all languages.

6. Valle, Leon. *Bibliographie des bibliographies*. Paris. 1883. A supplement was issued in 1887.

7. Mudge, I. G. *Guide to reference books*. A. L. A. Chicago, 1936. 6th edition.

Most important books are listed systematically. Important, separately printed, bibliographies of fairly general subjects, with annotations are also given.

8. Brunet, J. C. *Manuel du li-braire et de l'amateur de livres*. Didot, Paris. 1860-80. 9 volumes.

It is a general bibliography of rare, important, or noteworthy books not limited to any period or language but specially strong for French and Latin titles and for publications before the 19th

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Century. Arrangement is alphabetic by authors and titles and there are two subject indexes.

9. Schneider, George. *Handbuch der Bibliographie generale*. Hiersemann, Leipzig. 1930.

This work lists general bibliographies of the world. The arrangement is by kind and then follows countrywise or language. Bibliographies, found in this work, are critically annotated.

In the age of mass production of books it is very difficult to compile a complete guide to bibliographies of the world. It is almost an impossibility. There are, however, one or two works which provide lists of selected books in the realm of universal knowledge. Various lists of the world's greatest books selected by teachers, writers etc., are printed from time to time. One of the most frequently quoted, though now out of date because of the long time the author took in its compilation, is

1. Sonnenschein, William Swan. *Best Books*. Routledge. London, 1910-1935. One volume in six. Third edition.

It contains 100,000 titles and is the reader's guide to the choice of best books available in every department of science, art and literature. It gives the dates of first and last editions and the price, size and publisher's name for each book. It is systematically arranged and has author and subject indexes. It lists, mainly English and American books but standard foreign editions in French, German, Italian and Spanish literatures are sometimes included.

## BIBLIOGRAPHY.

2. Fortescue, G. K. Subject index of the modern works added to the library of the British Museum, 1881-1900. London. 1902-03. 3 volumes.

It includes the subject indexes published by the Trustees in 1886, 1891 and 1897 and adds the works published between 1896 and 1900. In addition to this, it contains Slavonic, Hungarian and Finnish books published between 1881 and 1900, which were not included in the previous indexes. Arrangement is alphabetical and personal names have not been used as headings. It lists about 155,000 enteries. It is now continued by five yearly supplements and the whole series upto 1930 contains about half a million enteries. An attempt is being made to bring out an up-to-date consolidated subject index of all the books possessed by the British Museum.

3. Wright, C. T. Hagberg. Subject index of the London Catalogue. London. 1909-23. 2 volumes.

The first volume contains the main subject list and the second volume additions from 1909 to 1922.

National bibliographies are of three kinds. Firstly there are lists of libraries established under the law of copyright existing in each country. Copy of every book or small printed pieces published in the country have to be deposited in one or several libraries established for the purpose. Trade lists include all the books published in a country but, unlike catalogues of the copyright libraries, these exclude small



printed pieces and books printed for private circulation and not for sale. They also exclude sometimes proceedings and transactions of the learned and scientific societies, copies of which are distributed amongst members only. The publishers' catalogues more often include standard works in foreign languages printed abroad or translations of standard works in foreign languages not printed in the country. National catalogues are meant to include whole of the literature of the country irrespective of the fact whether a book has been published in the country or outside.

In India, unfortunately, the system of legal deposit does not exist. No library in this country can boast to possess all the books published in the country so far. The Imperial library at Calcutta, for reason of its being oldest and the biggest library in India and its creation and support by the Central Government, does contain most of the books printed in this country and printed abroad. Not even trade catalogues, issued by the Indian publishers, are reliable. For lack of organization amongst the publishers and the authors, the fact will remain as an ideal rather than a reality.

In England the system of legal deposit does exist. The copyright libraries do not discriminate, in their catalogues, between books received under the law and donations or those acquired by purchase. Trade catalogues are, therefore, the only means to rely for a complete list of works

## BIBLIOGRAPHY.

published in England. New books, published every week, appear in *Publisher's Circular* arranged under authors, and lists of the four weeks are cumulated in the last issue of each month, while all such issues for twelve months are printed separately as an annual volume called the *English Catalogue*. Further still these annual volumes are consolidated in one volume every five years. The arrangement is by author or editor, title, and when the title is not sufficiently explanatory, the book is arranged under a subject heading as well.

It is not easy to trace out a book, which is insufficiently known by its title or author, from these lists, as one has to work back-wards from the present volume, to scan the weekly issues of the *Publisher's Circular* for the current month, then the last issue of each month to the beginning of the current year, then the annual volume of the *English Catalogue* until the latest five yearly volume is reached.

The *English Catalogue* dates back as far as 1835 and from 1835 to 1900 it was issued at irregular intervals and contained only author entries, while the index was separately published. Since 1900, five year's interval is maintained between any two issues and entries are made under author or editor and title.

Books published during 1801 to 1835 are listed in :

Peddie, R. A. and Waddington, Q. The English Catalogue of Books, 1801 to 1836. Lowe, 1914.

## REFERENCE ASSISTANCE.

This work is not supplemented by any other and books published before 1800 should be looked into standard bibliographies.

Whittaker also issues a monthly journal *Bookseller* which provides an author and title list of all new books published in a particular month. These monthly lists are cumulated every quarter and an annual volume gives a list of books published in the preceeding year.

The annual issue gives only information about the publication of a book and does not tell whether any particular book is in print or not. This information is provided by *Whittaker's Reference Catalogue of Current literature 1874 to-date*. Up to 1936 this publication used to come out in two large volumes containing catalogues of various publishers bound together; and its first volume was an index separately under authors and titles. Since 1936, the whole affair has been consolidated into one volume which is divided into two separate author and title indexes. Binding together of publishers' catalogues has been discontinued. Each entry now gives information about author, title, publisher, price, pages, binding etc. This work is very carelessly compiled and its consultation is sometimes very irritating.

### *America.*

More attention, than any country in the world, has been paid by America on the compilation of catalogues of literature published in the United States. Bibliographical experts have been

## BIBLIOGRAPHY.

engaged on this important national service and American catalogues include all books in the English language.

The *Publisher's Weekly* is the American book trade journal which was first printed in 1872. It contains new publications of the week and also lists of books announced for publication. It is an author list with full titles, imprint, collation and descriptive notes. A monthly list by authors and subjects, was formerly given in the first issue of each month but this practice was discontinued after the close of 1918. *Cumulative Book Index* published monthly by Wilson, with the exception of the month of August, covers practically the same ground as the monthly list in the *Publisher's Weekly*. The last number of each volume covers publications of the year, thus forming an annual supplement to

United States Catalogue. Books in print published by Wilson.

It forms an approximately complete record of books published in the United States and includes books published in the regular book trade, privately printed books and publications of smaller publishers, all regular importations of American publishers, which are not published in the United States, university, society and state publications etc. Since 1928 publications of the British Empire are included. The full subject cataloguing and the many title entries are of decided reference value for the purpose of indentifying a book when

## REFERENCE ASSISTANCE.

the author's name is not known.

### *France.*

In France the copyright law has, perhaps, been the oldest. Henri II made *Bibliothèque Nationale* the *DEPOT LEGAL*. *Bibliothèque Nationale* has, therefore, the largest collection of French books in existence and its printed catalogue is the most important and complete bibliography of French publications. It is issued in loose sheets and separate pagination is given for each section. It is a weekly publication and the lists are divided for music, prints, donations, dissertations etc. The arrangement is by author or title. An annual author or title index is issued which is useless for subject reference.

*Bibliographie française* is a dictionary catalogue giving authors, titles and subjects in one alphabet, and supplies full information under the author's names and cross references from subjects and titles. It also includes books and annuals but not periodicals. It is continued by an annual index.

For the nineteenth and twentieth centuries literature we have :—

1. Querard, Joseph Marie and others. *La littérature ou Dictionnaire bibliographique des savants* etc. Paris. 1827-64. 10 volumes and three supplements.

It is an author list, giving brief biographical notes and titles of books with place and date of publication, size, number of volumes and original prices.

## BIBLIOGRAPHY.

2. Querard, Joseph Marie and others. *La littérature française contemporaine*, 1827-49. *La tout accompagne de notes bibliographique et littéraires* 1842-57. 6 volumes.

It is a continuation of *La Française littéraire* on the same general plan.

### *Germany.*

Germany has no system of legal deposit. German Reich, now, comprises of Germany proper, Austria, Czechoslovakia and a part of Poland. Switzerland and Holland possess German culture, and German literature produced in those countries forms a part of German literature of Greater Germany. Deutsche Bucherei has been organised at Leipzig by the *Boersenverein der deutschen Buchhändler* for the compilation of a union bibliography of all German books, irrespective of the country of origin. It is a scheme for voluntary deposit. A library has been established in Leipzig and books are voluntarily deposited by the trade associations. The German government has also agreed to deposit a copy each of all the publications issued by the government. The object of the scheme is to "collect, catalogue and store copies of German publications, which it secures by donation from both foreign and German firms, societies and institutions". The establishment of a library also serves the purpose of consultation facilities of all the German books published so far.

Since 1834, *Boersenblatt für den deutschen Buchhandel*, Leipzig is the only daily trade publication in any country. A weekly *Woöchentliches*

## REFERENCE ASSISTANCE.

*Verzeichnis* is a classified list with alphabetical index in each number. A separate *Monatsregister* publishes a combined alphabetical index to all the numbers of each month. A semi annual *Halbjahrs Verzeichnis der im deutschenbuchhandel* is also being issued in two parts; one an alphabetical author and title list and the other a subject index. This is the best source of information about recent German books.

*Hinrichs, J. C. Funf jahrs-Katalog*; A five yearly catalogue was issued between 1857-1913 in 13 volumes. It has now stopped publication.

*Deutsches Bucherverzeichnis der Jahre, 1911-25* is in eleven volumes. It has subject and author indexes. It is a continuation of *Hinrichs Funf jahrs Katalog* and is on the same general plan.

Deutscher literaturkatalog Leipzig. 1926.

It is an alphabetical list of selected titles of German books, calendars, maps, atlases etc., with a supplementary list of musical works. It is very useful for finding prices quickly when date of publication is not known.

Earlier German works can be found in *Heinsius Wilhelm. Allegemeines Bucherlexikon, 1760-1894. Leipzig, Brockhaus, 19 volumes*; and *Kayser. Vollstandiges Bucherlexikon 1750-1910. Leipzig. 36 volumes*. The latter is an author list with some title entries, giving, for each book listed, author, title, place, publisher, date, volumes, pagination, series, prices of different editions, etc.

## BIBLIOGRAPHY.

### *Italy.*

The National Library at Florence acts as a legal depository of all Italian publications, and its catalogue can be considered a complete bibliography of the Italian literature. A monthly list is issued under the name of *Biblioteca nazionale centrale* from Florence. It is systematically arranged with author and subject indexes. The publication is appearing since the year 1886. Printed literature, prior, to this year, can be found in :

Pagliani, Attilio, *Catalogo generale della libreria italiano*, 1847-99. Milano Association, 1901-22- 6 volumes.

It is a standard Italian list and is continued by two decennial supplements. It consists of an author and a title catalogue and a subject index giving fairly detailed information i. e. author's name, title, place of publication, publisher, date, pages, size, etc.

Publishers catalogue is being issued each quarter since 1932 and is cumulated in an annual volume each year.

There are complete bibliographies for all the rest of the European countries. India, unfortunately, does not possess any similar bibliography, not even in one language out of the several languages spoken through the length and breadth of the whole country. No attempt has so far been made. The catalogues of the various public and university libraries in India do give an idea



## REFERENCE ASSISTANCE.

of the vastness of Indian literature. The private libraries, few of which are open and known to the public, contain some priceless gems of Indian literature, but the average librarian or the student has no access to them. Trade catalogues issued from time to time by the Indian publishers form a rough guide to Indian literature.

A bibliography of manuscripts, chiefly in the Sanskrit and Pali languages, is available under the title "*Catalogus Catalogorum*" by Aufrechts in three volumes printed between the years 1891-1903. Printed books are not listed in this work. Recently University of Madras has brought out a "*New Catalogus Catalogorum*", with a view to revising and supplementing the original work. So far only one specimen fasciculus has appeared. Indian Science Abstracts from Calcutta give an annual annotated bibliography of scientific books printed in India.

Annual bibliography of Indian Archaeology. Kern Institute, Leyden. 1928 to date.

It is a stock taking of all the great discoveries of all the Indias (British, French, Dutch possessions, and all the adjoining territories) together with Central Asia and Iran and Iraq, with illustrated account, of excavations carried out during each year, besides brief summaries of every book and article published on the subject. Where necessary, critical excerpts are added. Books and articles written on Indian history, archaeology, painting, sculpture, numismatic,

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geography, palaeography and iconography are summarised from many languages, including Russian, Japanese, and the Indian vernaculars. Articles from newspapers, if of scientific importance, are also indexed.

## CHAPTER NINE.

### PERIODICAL LITERATURE.

Periodical literature supplements the book collection in more than one way. Although periodicals contain articles on much of passing significance, very often they present material of considerable and permanent value. The latest information on any particular subject first appears in the form of an article in a periodical, thus furnishing information earlier than when it might be available later on in the form of a book. In fields of sciences, technology and in political, economic and industrial questions of current interest, where it is of utmost importance to know latest developments, periodicals are the only sources of our first information. As soon as any information is presented in the form of a book, it inevitably becomes some what out of date.

It often happens that in case of small and obscure topics or subjects of purely local or temporary interest, the library does not possess any book. Periodicals on the other hand do contain articles on such subjects. Articles on highly specialized single topics, matters of local interest and the like are best provided in the form of an essay. Further articles in periodicals give contemporary opinion on all subjects, events, person, book etc. "Periodicals, newspapers and contem-

## PERIODICAL LITERATURE.

porary memoirs are the three main sources for such information; and of these three sources, periodical files are the most easily used and most serviceable in the ordinary library". People sometimes prefer shorter and briefer treatment of a subject over a more detailed one. A well rounded collection of the periodical is, therefore, one of the most valuable assets which a library, created for serious study and research, should possess.

The older volumes, which seemingly become out of date and obsolete, are seldom wholly so, because they provide a record of past ideas and events with a vividness which later treatises seldom can hope to recapture. They offer an almost perfect chronology of the development of knowledge in every field. The most recent volumes, on the other hand, contain information which cannot be found elsewhere in the library. Such information may have defects as it may be too new to be accurate or impartial.

The ordinary library catalogues describe the contents of periodicals in a general way. Periodicals present many difficulties in their proper handling. There is an enormous number of periodicals in circulation and their contents still more enormous and diverse. They contain a mass of miscellaneous information from which it is a huge task to find information on a particular item. It is still more difficult to know whether the required information would be there or an article on the desired topic ever appeared.

## REFERENCE ASSISTANCE.

Periodicals often cease publication in an unaccountable manner, and some begin under new or changed titles; change their form and frequency of publication. It, therefore, becomes very difficult to keep their track. To compile a complete subject bibliography of articles appearing in periodicals would be an almost impossibility. Attempts have been made to index their contents and several indexes to periodical literature are available, for the guidance of librarians and readers. These indexes are comparatively new, and American ones are the only that have attained excellence. With the exception of one or two all such indexes are American.

An attempt has recently been made at Benares (in India) to index the contents of a number of Indian periodicals representing the important languages of India. The "*Indiana*" was first issued in July 1936. It contains an index to articles in 75 current Indian periodicals in all languages and publishes occasional notes and articles on bibliography. The arrangement is alphabetical; authors, titles and subjects are all arranged in one alphabet. The alphabetical arrangement is not followed strictly in case of anonymous or editorial writings which are arranged by titles, often inverted in order to indicate the subject matter. Biography, diary, character study and appreciations are arranged by *biographee* and *biographer*. *Travel* is arranged regionally and under the author.

## PERIODICAL LITERATURE.

Names of periodicals listed are indicated by abbreviated titles. Volumes are shown in Indo-Arabic numerals and not in Roman. Eras, other than Christian, are signified by additional letters.

No consolidated index has so far appeared and the absence of this feature, reduces the utility of *Indiana* for reference purposes to a considerable extent.

Guides to periodical literature can be grouped under two distinct categories; Indexes to the contents of the periodicals, and bibliographies and catalogues of periodicals. Indexes to periodicals state their contents and are arranged by their subject headings. They supplement the standard bibliographies in which the current as well as old periodicals have not been indexed.

1. Poole's index to periodical literature. Revised edition, 1802-1906. Houghton, Boston. 1893-1908. Six volumes in seven.

This indexes about 470 American and English periodicals of the nineteenth century. It is a subject index, in so far as non-fiction is concerned, with entry often arrived at by inversion of the title. Poetry, drama and fiction are entered under the first distinctive word of the title. Information given is restricted to the title followed by author's name, name of the periodical, number of the volume, and the number of the first page of the article. Dates of the articles are not given, but this can be ascertained by consulting the "*Conspectus*" at the front of the index. Indication of the number of pages of articles is also not given.

## REFERENCE ASSISTANCE.

For intelligent use of the index following points are worth remembering:—

- a. Very brief articles and notes are not indexed.
- b. Reviews of books, which have definite subjects, are entered under the subjects of the books. Minor reviews have not been included.
- c. Articles, having distinct subjects, are entered under the respective subjects.
- and d. No author entries have been made.

Various editions and an abridgement of this work have been published.

2. Reader's guide to periodical literature. 1900 to date. Wilson, New York. 1905 to date.

Magazines, both American and English, of a general nature and often of the popular type, have been indexed. It gives entries under author, title and subject and it is, therefore, excellent from the bibliographical point of view. It is published monthly and is cumulated quarterly and then annually and at wider intervals.

3. International Index to periodicals. 1907 to date. Wilson, New York, 1916 to date.

This indexes magazines of general but less popular interest including many foreign titles. It is specially strong in science, religion, philosophy and *belles lettres*. It is published less frequently than the *Readers' guide* and is cumulated at regular intervals. It also includes

fifty French and German periodicals, scholarly in scope.

4. Magazine subject index. 1908. Vol 1. After that the title was changed to the "Annual magazine subject index". 1908 to date. Faxon, Boston. 1909 to date.

This is a subject index only, omitting authors and titles except for a limited amount of fiction which is entered under the name of the author. This work indexes all material with exact reference giving abbreviated title of the periodical, volumes, date, inclusive paging and indication of illustrations, portraits, maps and plans.

In England the British Library Association issues annually :-

5. Subject index to periodicals, 1915-22, 1926 to date. Library Association, London.

This first began as the Antheneum Subject Index. From 1915 to 1922, it was issued in class arrangement. It was in 1926 that this began to be issued by subjects, alphabetically arranged. It indexes about 500 periodicals, both American and English. The special feature is that it includes several English local history periodicals and publications of important antiquarian societies which are omitted from American indexes. It has no cumulative index and an author index is not included.

Bibliographies and catalogues of periodicals indicate only the names of periodicals, places of publication, frequency of publication etc and do not indicate in any case their contents. It is impossible to compile a complete bibliography of



## REFERENCE ASSISTANCE.

the periodicals of the world due to their sudden stoppage of publication or frequent changes under new names. Some periodicals come in and go out with equal rapidity. The national current bibliographies sometime include them and national press directories indicate the names of current periodicals at the moment. Indexes to periodicals give lists of only those periodicals which they index. For this reason the last named cannot be considered as complete.

1. Godet, M *and* Vorstius, J. Index Bibliographicus. Weltliste laufender bibliographischer Zeitschriften. 2 Aufl: De Gruyter, Berlin and Leipzig, 1931.

The work is a guide to current bibliographies but includes important periodicals of the learned type. It gives an index of titles as well. The arrangement is classified which is very helpful for looking up periodicals on a particular subject.

2. Gregory, Miss W. Union list of Serials in the Libraries of the United States and Canada. Wilson, New-York. 1927-33. Three volumes.

It is comprehensive list and can be used as a general bibliography as well as a union list of the periodicals subscribed by a group of libraries. The second and third volumes are supplements for the period 1925 to 1931.

3. British Museum Library. Catalogue of Printed Books; Periodical Publications. Second edition. British Museum, London, 1899-1900.

## PERIODICAL LITERATURE.

It is alphabetically arranged by place of publication with an index of titles., Brief information about each article is given, *i. e.* title, date, place of publication, note of the change about each title. For the verification of the titles, this is the most useful publication.

4. World List of Scientific Periodicals. Published in the years 1900-1933. O. U. P. 1934. Second edition.

This is a list of modern scientific periodicals in the British libraries.

5. Union Catalogue of the Periodical Publications in the university libraries of the British Isles, issued by the Joint Committee on Library Co-operation. 1937.

This work supplements the *World List* and records the titles of all the periodicals, both scientific and humanistic. Dates are given only in case of those which find no mention in *World List*. It includes the holdings of 110 British libraries.

### *English.*

1. Mitchell. Newspaper Press directory. London: 1846 to date.

This is an annual publication and gives full particulars of every newspaper, magazine, review and periodical published in United Kingdom, the Continent, United States, India and the Colonies. It is a directory of the class papers and periodicals.

## REFERENCE ASSISTANCE.

2. Willings' Press guide. London. 1874. todate. Published annually.

This is an alphabetical list of newspapers and periodicals published in the United Kingdom giving brief information about the place of publication, publishers' name and address, year of establishment etc. about each title. A classified list is also included and also chronological list of existing periodicals and of the seventeenth and the eighteenth centuries. Papers, printed in the colonies and those in the English language on the Continent, are also included.

3. Times, London, The Centenary Handlist of English and Welsh Newspapers, Magazines and Reviews. The Times. London, 1920.

It is a chronological bibliography of English periodicals from 1620 to 1919, and attempts to include all kinds of periodicals, annuals and yearbooks, publications of academies etc. London and suburban press is arranged chronologically; separate lists of periodicals in Armenian, Hebrew, Yiddish, Russian and Turkish are also given. Provincial presses are arranged chronologically and an alphabetical index is given. It excludes those official periodicals which were issued during the last Great War.

### *American.*

1. Ayer, N. W. Directory of Newspapers and Periodicals; a catalogue of American periodicals. Philadelphia. 1880 to date.

## PERIODICAL LITERATURE.

This work lists more than 20,000 titles. Arrangement is regional. It supplies names of publishers and editors, circulation statistics and subscription rates as well as information concerning political affiliations. It contains separate lists of religious, agricultural, trade and other periodicals in special fields. It supplies good maps and a considerable amount of information about population and industrial conditions. Index is alphabetically arranged.

2. Severance. Henry Ormal. A Guide to the Current Periodicals and Serials of the United States and Canada. 1920. 4th edition. Supplement from 1920-1923.

It consists of an alphabetical title list, giving in general for each periodical, frequency of publication, date of origin, publishers' address, subscription price, note of changed or merged title. It includes fewer and briefer titles than Ayer, but is more convenient for quick reference. The supplement gives changes in prices, titles and publishers, new titles and those which have suspended publication.

### *French.*

Annuaire de la presse française et étrangère et du monde politique. 1889-1928 to date.

It is a useful bibliography and annual, containing not only full information about French journals and French press but gives also a considerable amount of statistical gazetteer, political and governmental information needed by French journalists.

## REFERENCE ASSISTANCE.

It contains lists of papers and periodicals published in Paris and of the colonies, arranged alphabetically by classes. Four indexes, giving names of French papers and periodicals, foreign journals, names of persons and pseudonyms and places, are appended.

### *German.*

Mueller, C. F. Verlag Zeitschriften und Zeitung Addressbuch. Leipzig. 1910 to date.

This is an annual trade bibliography, which lists current German material and a brief selection of foreign newspapers. *Zeitschriften Addressbuch* gives mainly lists of periodicals, arranged alphabetically by titles and supplies the names of editors and publishers, addresses and prices. It has a subject index arranged alphabetically and a separate index for publishers. It also gives the titles of periodicals, editors, publishers, prices etc., arranged regionally. There is a brief list of foreign papers and an alphabetical place index.

### *Newspapers.*

Newspapers play an important part in the daily duties of a reference assistant. Current issues are very helpful for reference work on the questions of the moment, current history, politics, local happenings, current or local opinions etc. No doubt opinions expressed in newspapers are wrapped and coloured by party politics. The contents and very often their statements are so influenced by commercial considerations as to fall

short of reputability. But their immediate value is chiefly for *Fact*, although even for fact many allowances must be made. They have a permanent value for opinion, both editorial and public. Back volumes are useful for earlier periods. They serve as registers for contemporary opinion and also record facts too small or too local to justify their inclusion in the general reference books.

To use the newspapers intelligently indexes, bibliographies and lists of other libraries, similar to the ones we need for periodicals, are desirable. Unfortunately there is no general index for newspapers like the *Poole's Index to the Periodical Literature*. Newspapers all publish reports of any event of general interest at approximately the same time, generally a day later than its occurrence, and the type of information is largely the same in all the important papers. Date of any particular event is a sufficient clue that is needed. An index of dates, therefore, will be quite sufficient to all newspapers for subjects of general interest. This will not, however, work in case of purely local or special articles and editorials.

Good indexing is a costly business especially when newspapers are more or less money makers. There appears to have been very little disposition to spend any part of their profits on indexing. A good index to any one paper will serve pretty well for all papers, when hunting the important factual news items. Desirable as indexes are, it is surprising

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how much newspapers are used without them. Students of history, engaged on studies of research would prefer to go through them leaf by leaf. In India no newspaper has been able to afford such an index, and for this reason old files of Indian papers are rarely used, and consequently librarians do not maintain them.

Binding of newspapers files is a very expensive item. Heavy and awkwardly bound volumes also limit their future use. They occupy a tremendous amount of space on the library shelves. A special edition ( 100 percent rag paper ) of preserved newspapers has to be acquired, as the wood which is generally used for the printing of these newspapers, does not wear long.

"Clippings or cuttings are pieces of letter press cut out of newspapers and periodicals, classified and filed for reference purposes". *Cowley*. Clippings are very convenient for debate material and local history. Their files will be welcomed in any library, as they furnish information on finance, on topics of the times and specially in extension of reference work for debating purposes. Their selection is a simple matter, but it is debatable whether indexing is not better than clipping. Clippings, however, preserve file copies from destruction if clipped from duplicate copies of papers. They are time savers as well.

Material for clipping will have to be selected with great skill and a careful classification is needed. From time to time files must be weeded

## PERIODICAL LITERATURE.

out for out-of-date material and also for fear of congestion.

The best British newspaper is *Times, London*. It contains all official notices, government documents and articles on social, political, literary and artistic topics. It has:

*Times, London*. Official index. 1906 to date. London, Times office 1907—.

It was published annually from 1906 to 1913. It was issued twice a year for some time and since July 1914 is being issued quarterly. It contains a minute alphabetical index referring to date, page and column. This is now the chief index to news published in England. There is also:

Palmer's Index to the *Times* newspaper. 1790 to date.

This is also a quarterly index, which has been carried back to 1790 in this case. This is much briefer and less detailed than the official index.

In America many newspapers publish indexes.

New York Times index, 1913 to date.

This is issued every quarter and is very carefully prepared. It has entries under small subjects, exact references to dates, pages, and columns, and plentiful cross references to names and related topics. The brief synopsis of articles answers some questions without reference to the paper itself.



## REFERENCE ASSISTANCE.

New York Tribune. New York Daily Tribune index for 1876-1907.

It stopped publication in 1907, and is much briefer index than *New York Times* but was useful as long as it lasted.

## CHAPTER TEN.

### PUBLIC DOCUMENTS AND PUBLICATIONS OF THE LEARNED AND OTHER SOCIETIES.

Public documents and government publications are almost identical. A government publication is any paper, map, pamphlet or book printed at the expense and by the authority of any office of legally organised government. They are valuable sources of information of various kinds and are particularly useful for reference.\* Many of them are compiled for the express purpose of providing concise information.

There are municipal, state or national documents. They are numbered by hundreds in this country and tens of thousands in United States, and Great Britain. Many of them are useful even to small libraries. The variety of subjects, with which they deal, is simply amazing. These documents are usually very bulky. They are of considerable reference value but they are not in such constant demand and intensive use as some other groups of reference material e. g. periodicals, annuals, newspapers. etc.

Government publications in these days supply information and statistics practically about every phase of human life. The main object of the government was to supply information on political and international affairs. With gradual extension

of government interest in all the phases of the life of its subjects, reports on experiments and investigations on many matters, sponsored by government bodies, are now issued as government publications. They concern all sorts of subjects *i. e.* medicine, science, technology, industry, commerce, health, education etc. Reports on most of these subjects are published by the governments as an ordinary method of administrative practice. Research centres and committees established in connection with subjects, in which government plays an advisory role, supplement these government publications.

Hardly any library in this country maintains a complete and living collection of publications issued by the Central Government and the various provincial government bodies. The absence of law of legal deposit in India is a great drawback towards this direction. Many libraries in the United States of America, Great Britain and other European countries possess more or less complete collections of documents from all or many countries. It is time for the Indian statesmen of modern times to carefully select a few libraries as custodians of government documents. The Punjab government has been maintaining such a centre at Lahore for the storage of their own publications, but whether a complete file of all the publications issued so far is kept there, is not certain. A complete set of the central and all the provincial governments, could one be made, would exceed a lakh of separate pieces. Their reference value is

high. They relate to our own country and to all parts; they contain no light or trivial matter. They are both popular and scholarly. Libraries can be the only places where such documents should be collected and cared for in any systematic and intelligent way with regard to their utmost present and future availability for consultation. The casual or serious student must resort to the libraries when he needs a government document.

Government documents can be divided into two kinds; Administrative and Research. Administrative documents are mainly routine reports of various departments, bureaus and offices. They often contain perfunctory statistics which are formal, dull and do not materially change year after year. They are business records of any preceding year; while on the other hand, research documents are interesting and are in great demand by the scholars. Their number has multiplied through studies, surveys, research, more expert administration and guidance carried on a very large scale. Very few people are able to appreciate the range, utility, attractiveness, and the intrinsic value which mark the best of the scientific, social, historical and technological publications of government agencies and offices.

Unfortunately in India, the libraries store these government publications in out of the way rooms or alcoves, mostly remote and inaccessible. The publications are mostly left unarranged or indifferently classified and are more or less

ignored. They deserve far more publicity than they usually get. Their prompt exhibition in the reference section of any library will promote their reference use.

To make best use of these documents it is best to examine them sharply on their receipt as gifts or otherwise, in order that useless and inappropriate publications may be separated or weeded out. Those, which are useful, should be classified, catalogued and shelved exactly like other books. New and attractive publications must be exhibited in the "*New books shelf*" from time to time to attract the attention of the readers. Every member of the library staff should be encouraged to examine all publications which are added to the library.

In short, government publications are official source material having intrinsic value and permanence. They reflect the rapid extension of the functions of a government and deal with every day problem of administration; such as finance, commerce, labour, immigration, history and politics. All scientific schemes, which have claimed official attention in the development of a new country or colonies, are, as a rule, published, e. g. agriculture, ethnology, natural resources and their conservation, geography, geology etc.

A general account of the British government publications will be found in the pamphlet issued under the title "His Majesty's Stationery Office-Brief guide to government publications".

Lee Smith, H. B. Guide to Parliamentary and official papers. Milford, London.

## PUBLIC DOCUMENTS AND PUBLICATIONS.

It contains a brief statement of parliamentary papers, command papers etc.

Child, J. B., An account of the government documents-bibliography in the United States and elsewhere. Washington, 1930.

This publication gives brief lists of foreign government publications other than the United States which are dealt with fully.

*The Statesman Year-book* lists important government publications in shape of short bibliographies at the conclusion of articles on governments of different countries.

Catalogues of papers printed by the House of Commons during the 18th. 19th. and 20th. centuries are available. Volumes are numbered. India is mentioned in the first volume.

There is a lot to be learnt by the reference assistant about the various series of British parliamentary papers, public general acts, local acts, statutory rules and orders and the non-parliamentary or Stationery Office publications and the method of dating and numbering them. But an average Indian librarian will perhaps never be called upon to help in finding such information. Two articles on (1) A guide to parliamentary and official papers, 1924, pages, 9-18 and 87-96 and (2) Government publications, new series, 1930, pages 93-108 of the *Library Association Record* issued by the British Library Association will help in understanding them in details.

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The United States government publications publish two types of material. Firstly the records and proceedings of the Congress and second type consists of departmental publications, which are the result of observations, investigations and research by government scientists and other professional workers in practically every field of knowledge. There is very little material on literature, philosophy and religion and a small amount on fine art but a great deal on chemistry, geology, anthropology and other sciences. Business, technology, agriculture and political and social sciences are given the most attention. Through the government documents, the result of the research is spread among the people. The Government Printing House, which is said to be the largest publishing house in the world, has charge of the printing, distribution and cataloguing of the United States public documents. The United States has:

1. U. S. Superintendent of Documents. Checklist of the United States Public Documents, 1789-1909, 3rd. edition, revised and enlarged, Washington. 1911.

This is a checklist and is not a catalogue covering congressional documents. It lists American state papers, congressional papers and departmental publications alphabetically arranged by authors or government bodies responsible for their publication.

2. Monthly Catalogue of the United States public documents, Washington. 1895 to date.

## PUBLIC DOCUMENTS AND PUBLICATIONS.

This contains notes on the principal publications of the month and gives complete bibliographical lists under the names of departments and a detailed author and subject catalogue.

### *League of Nations.*

The League of Nations publications include reports and studies in such subjects as public health, economics and finance, transport, and social questions. The League itself issue complete catalogue of the publications.

Guide Sommaire des publications de la Societe des Nations, 1930, provides a short list.

Breycha-Vanthier. Das Arbeitsmaterial des Volkerbundes; Fabrer durch seine veroffenthchungen. Heymanns, Berlin, 1934, is an annual list of publications of the year.

Carool. Key to League of Nations documents, 1920-1929. Boston 1930, lists all publications issued by the League of Nations during this period.

### *India.*

In this country, besides a Central Government press at Delhi, all the provincial governments maintain their own printing presses which publish reports of various government bodies, proceedings of their respective legislative assemblies, Acts etc.

The North-West Frontier Province issue each month a list of government publications, published in a particular month. These lists are not published in a consolidated form annually. The Punjab government publish a list of its publica-



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tion annually and keep it up to date by issue of monthly supplements. The Madras Presidency bring out catalogue of government publications half yearly. No supplements are issued. The government of Central Provinces and Berar publish a list of its publication once a year and it is kept up to date by issue of monthly supplements. The Bengal government issues a consolidated catalogue of all publications and supplements are printed monthly in the Calcutta Gazette. These monthly issues are consolidated periodically. The catalogue of books and other publications of the Assam government is published annually. No supplements are issued. Bombay government publish an annual catalogue of all its publications. Bihar government issue a consolidated catalogue of its publication periodically. No monthly service is maintained. United Provinces issue the catalogue of publications yearly and supplement it by monthly issues.

The Central Government do not maintain any catalogue of all the publications published since its inception. A consolidated catalogue of Civil publications relating to agriculture, forestry, civic, commerce, finance, legislation, industry, public health, railways, science, trade etc., compiled and corrected upto the 31st. December of each year is issued.

A table of contents, as a sort of index to subjects, is provided at the beginning of the catalogue. This table is arranged alphabetically by broad subjects *i. e.* acts and laws (in chrono-

gical order), agriculture and forestry, arts and science etc. Brief titles of publications are given with prices. It is kept up to date by monthly supplements.

A full list of the publications of all the provincial and the Central government has never been attempted. In fact no provincial government have ever tried to issue a catalogue of all its publications. Neither a central depository in the shape of a library has ever been maintained, where all the public documents, so far printed, could be made available to the public.

The Government of the United Provinces of Agra and Oudh is supposed to keep a copy of each of its publications in the Amir-ud-Doulah Government library, but a complete set of all the publications is not possible to obtain. Such conditions apply to all the provincial governments and the Central Government at Delhi.

*Publications of the learned and other societies.*

Much of the scientific knowledge during the past decade has not been published in book form but is stowed away in scientific journals, monographs and reports and transactions of the learned societies. The activities of these societies are mainly restricted to research in various branches of human knowledge. Papers, on most modern developments of a subject, are read and discussed. Many have committees at work on interesting and important researches which are later on

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published in the form of reports in their respective official journals.

Specialized monographs of the societies supplement the book collection of libraries by furnishing articles more up-to-date or more authoritative and of special nature than the book literature on a given subject. Published material in a *society's transactions* is based on original and direct research, is scholarly and scientific in character and is printed at once. Topics, discussed at meetings, are usually those of the moment, or, if old, those which new discovery or research have revived. The papers and discussions printed are authoritative as most of the societies, printing them, are above reproach. But such highly specialized articles are useful to a limited class of readers and therefore are rarely indexed in general indexes of periodicals. They will be found listed in special bibliographies and indexes.

Publications of societies are carelessly edited due to their unbusinesslike management which results, in frequent inauguration of new series with new editor or secretary. Paging is often found broken from number to number or volumes to suit the whim of a new secretary or printer. Their consultation, therefore, sometimes becomes very irritating.

The reference assistant should consult the Union lists of periodicals which include transactions of many societies in addition to the indexes to periodicals and special indexes. One needs to look up information about history, organisation

officers, publications, addresses etc. of the various learned societies.

There are innumerable societies which represent most aspects of learning, most professions, industries and sciences. Many of them are listed in.—

1. League of Nations. Repertoire des Organisations internationales, Societe des Nations, Geneva. 1936. A handbook of international organisations.

2. "Annuaire de la vie internationale" Unions Associations, institutes, commissions, bureaux, offices, conferences, congresses, expositions etc. Brussels, 1913. 2 Vols.

They give information about the history, organisation, membership, purposes, meetings etc. of all types of international organisations, both government and private.

3. Index Generalis: Annuaire General des Universities, grandes ecoles. Ganthier-Villors. Paris 1919.

It lists regionally universities and schools giving for each institution, name and address, brief general and statistical information; libraries and archives; observatories and learned societies and academies arranged by subjects. An alphabetical index of personal names and an index of countries and places are also given.

4. \*Minerva. Jahrbuch der geleherten Welt. Gruyter, Berlin. 1891 to date.

It provides concise information about learned societies and museums of the world.

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\*Full description is given in chapter VII. under Yearbook.

The United States has :

1. Carnegie Institution of Washington. Handbook of Learned Societies and Institutions. 1908.

In addition to the United States, information about North and South America and the adjacent islands is given. It provides names, addresses, histories, objects, meetings, regulations for membership, serials and special publications etc. of the various societies. It is a useful list, though not up to date.

2. National Research Council; Research Information Service. Handbook of Scientific and Technical Societies and Institutions of the United States and Canada. 1927.

It is a ready guide to those scientific and technical societies and institutions of the United States and Canada which contribute to knowledge or further research through activities, publications or funds. It provides the usual information for each, e. g. address, history, object, membership, serial publications etc.

England has :—

1. Yearbook of Scientific and Learned Societies of Great Britain and Ireland. Griffen. 1884 to date.

It lists general societies and subject groups, e. g. astronomy, chemistry, geography etc. and has an index of societies names. It gives the usual authoritative information about societies.

A S L I B Directory. A Guide to the sources of specialised information in Great Britain and Ireland. A.S.L.I.B. 1928.

It provides a list of publications of each society with some indication of their contents.

Besides government publications and publications of learned and other societies as sources of reference material, there are numerous minor sources from which come many quite distinct kinds of printed matter. The reference assistant must study them.

Dissertations are printed theses or researches submitted by students for the degree of doctorate to the universities in all parts of the world. They number several thousand annually, and deal with phases of subjects which have not been covered previously by a printed work. They form a sharply defined, distinctive and highly specialised group of reference material. Their value and use is limited to college, university and large reference libraries. Each thesis, at the date of publication, is usually the only thing in print on that particular phase of its subject and its value to the reader, interested in that subject, is obvious.

Catalogues of national and copyright libraries in a particular country include theses of all the universities of the land. For current works, especially in university libraries where much research is being done and where it is important to keep track of similar research elsewhere, the various lists of dissertations in progress are often useful.

*Surveys.* They are being carried on in large numbers by all countries. They originate at the instance of foundations, research institutions,

bodies appointed by governments for investigation purposes, individuals etc. They contain much information and suggestive material.

In India there are several kinds of surveys carried on under the direction of the central government and the various provincial governments. Reports issued by these institutions have a direct bearing on our lives and they form very valuable sources of reference and study.

Digests, telephones and trade directories, intermediate cumulations, advance sheets and time tables are examples of a large and growing class of material with which the reference assistant should keep himself familiar. They are not research material but still they are indispensable, though costly and short lived.

## CHAPTER ELEVEN.

### MAPS, ATLASES, GAZETTEERS AND GUIDE BOOKS.

Atlases are most beguiling to consult. Atlases contain maps and indexes which aid in the location of places. The terms maps and atlases are interconnected and one could not be explained without explaining the other. They are relative terms and it is proposed to deal with them together. Atlas is a collection of maps while maps convey information about places and countries in graphic form. Using the words "Map" and "Atlas" interchangeably (for an atlas is but a volume of maps) they are of various kinds, e. g. graphic, historical, commercial, geologic, military, telegraphic, physical, economic and industrial, etc.

The reference value of maps is obvious in the scholastic field of history and geography. The use of graphic representation has greatly increased the output of variety of maps. In a public library all kinds of maps such as byeways, electric lines, port routes, motor roads etc. are in demand. The enormous increase in travelling has led to a general use of maps.

Maps are rather difficult to understand. In maps every feature is reduced proportionately. The scale indicates the relation between the actual size of a country, road or a river and the size of its representation on the map. As the area to be



shown in the map increases, the scale grows smaller; the details will become less accurate and vice versa.

There are many ways to indicate the scales. A diagram line at the corner of each map shows that every marked interval on the line represents either a number of inches to a mile or so many miles to an inch. To illustrate it further 1:1,000 or 1/1,000 will be interpreted as every distance from point to point on the map representing 1,000 times the actual distance. Sometimes 1: 1,000,000 is marked thus 1 : M. This would work out to 16 miles to an inch. The scales in every map must be carefully noted. Smaller maps, found in books, do not indicate any scales.

Collections of single maps are very useful if they are properly classified. They need the same method of weeding out as a pamphlet collection.

In the examination and judging of any ordinary geographic map, the date must be at once looked in. The last *World War* and the political events in Europe during the last ten years have put out of date nearly all the atlases. Still old atlases will always retain their historical reference value. The date can be checked by the recent political boundry changes, discoveries, development of new towns, new names of towns etc. Any good atlas will contain an index of names and places. A universal index is always preferable to the marginal indexes to single maps or separate indexes to single state and country. Enlarged maps of important cities or regions are extremely

useful. Type should always be clear and not too small. German and British atlases show many more names on an equal area and yet are much plainer than maps printed in other countries. In good atlases population figures are also shown in the indexes which seem more helpful and appropriate. They will contain all types of maps especially physical, railroad and historical.

Errors and omissions are harder to detect in maps than in printed books and a very careful examination of the atlases becomes necessary before a purchase of any particular kind is decided. One more difficulty that the reference assistant will face, is the spelling of the place names. Since the *Great War* and recent political upheavals in the western countries and a general tendency on the part of some oriental nations to use Latin names, this problem has become more acute. Particular attention should, therefore, be given to revisions of the so called moderanised post war atlases. The representations of printers and publishers are generally unreliable about the revisions, and new editions of atlases. An announcement will promise to show "all changes since the war", and the maps will show new boundaries and names of new countries but all other names unchanged. The Royal Geographical Society has issued many pamphlets on the spelling of foreign name places. These are alphabetical lists which provide official spelling of disputed names and indicate briefly the location of each place. Notes on pronunciations are also

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given. Some list continents while some deal with countries only. One of the most recent is a list of Turkish names in the Roman script.

Gleichen, *Lord Edward and Reynolds, J. H.* Alphabets of Foreign Languages, 2nd. edition, Royal Geog. Soc. 1933.

This will be quite useful for transliteration work.

Great Britain has a fine series of inexpensive maps and will be found listed in :—

A description of the Ordnance Survey of small scale Maps, 8th. edn.

This pamphlet is issued by the Ordnance Survey, Southhampton. It lists maps of one inch to 1 mile scale and less. England and Wales are covered in 146 sheets while Scotland occupies 92 sheets.

Great Britain possess two series of special maps. The period maps on 1 : 1,000,000 or 1 : M scale represent the country as it was in Roman times and the 17th. century, and the aviation maps on 4 miles to an inch and 10 miles to an inch.

Another pamphlet entitled.

“A description of large scale of maps of Great Britain produced and published by the Ordnance Survey, with specimens, symbol sheets, and diagrams Ordnance, Survey, Southhampton. 1930, is also very useful.

The geographical section of the General Staff of the War Office issues many useful maps.

African and Asian continents have been drawn on 1: 4 mile scale.

Bartholomew have published maps for United States, Canada, Australia, New Zealand and South America. They are quite useful and big maps.

*India.*

In 1824 the preparation of a 1/4 inch to 1 mile map known as "The Atlas of India" was planned to cover the whole of the country and the first map was engraved and published in black in England in 1827. The maps continued to be compiled and drawn in India and engraved in England until 1867, after which they were engraved in India and completed by the Surveyor General of India.

In 1883 the topographical maps of India on the scale of 1 inch and larger scales were standardised. Each province was assigned its own series of numbers. In 1905 a systematic scheme, for the printing of the Indian maps in colours, was introduced. Under this scheme the whole of the southern Asia was divided into sheets of suitable sizes for the various scales and a definite programme was drawn up for mapping of the area; on small scales to form a series of geographical maps, and on large scale to form a topographical series.

The scales for the topographical series are 1/4 inch to 1 mile, 1/2 inch to 1 mile and 1 inch to 1 mile. The geographical series are now fixed at 1: 1,000,000 or 1: M, 1: 2,000,000 or 1/2: M.

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Mapping of the smaller scales has been taken up first and thus only a portion of the larger scales maps could be published so far. In order to keep the scheme systematic and to keep connection between the geographical series and the topographical series, each 1 : M geographical map is divided up into sixteen  $\frac{1}{4}$  inch maps. Each  $\frac{1}{4}$  inch map is in turn divided up into four  $\frac{1}{2}$  inch maps and  $\frac{1}{2}$  inch maps into four 1 inch maps.

To meet various requirements, a number of general maps of India have been compiled on scales ranging from 32 miles to 256 miles to the inch. Maps of several provinces on various scales and of many of the districts of India are available on the scale  $\frac{1}{4}$  inch to 1 mile. City and town guide maps are published for a number of the more important places on scales 3 inches to 1 mile and larger. Forest maps are published on the scales of 8 inches, 4 inches and 2 inches to 1 mile.

*The Imperial Atlas of India* consists of all the published maps of India and the adjacent countries and the series is bound in book form in a loose leaf patent binder of red cloth boards complete with title page and index to maps.

A few firms of repute in India, i. e., Messers R. S. Gulab Singh and Sons, Lahore and Messers B. N. Agarwala, Allahabad publish maps in various vernaculars for educational purposes.

*Atlases.*

Atlases, as has been said before, must have large scale maps for various regions and their indexes should be comprehensive and must show indication of places clearly. More useful atlases contain political, economic, meteorological and the special maps and present information very clearly.

Philip's Centenary and the General Atlas of the World. 4th edition, 1934.

It has 232 pages of maps and an excellent index of maps comprising about 116,000 entries. This contains astronomical, climatic maps and maps showing population, commerce, transportation, religions, languages, occupations and standard times. Countries in Europe have maps on a scale of 1 : 1.517 and other countries are represented from scale of 1 : 4 M to 1 : 8 M.

2. Philip. Philip's Centenary Mercantile Marine Atlas. 13th enlarged edition. 1935.

It is a series of coloured maps which shows sea routes with distances in nautical miles, and information as to cables, coaling, oiling and wireless stations is also given. The inclusion of several lists of consuls, trade commissioners and trade agents is very useful.

3. Bartholomew, J. G. and Lyde, L. W. Atlas of Economic Geography. 3rd ed. O. U. P. 1928.

This contains coloured maps of various kinds

especially depicting economic and general features. At the beginning of the atlas there is a rather lengthy introduction which is worth reading.

A physical and geographical atlas of note is:-

Berghaus's *Physikalischer Atlas*: 7 Karten in sieben Ableitungen, enthaltend 514 Darstellungen Über Geologie, Hydrographie, Meteorologie Erdmagnetismus und Volkerkunde. Gotha, 1892.

It contains seven atlases, that is geological, hydrographical, population, animals, earth magnetism, vegetable, etc.

Many useful maps will be found in the *Statesman Yearbook*, encyclopaedias, dictionaries, and in the daily press.

Historical atlases contain maps illustrating historical developments and changes in political boundaries.

Ramsey Muir and George Phillip's *Historical Atlas, Medieval and Modern*. Sixth edition 1927, is quite a useful and interesting atlas.

Cambridge Modern History Vol. 14 is a Modern Historical Atlas.

#### *Gazetteers.*

Gazetteers furnish statistics in a condensed form. They provide a descriptive information about a place and its location, as for instance in a case of a city, its population, distance from other towns, industries, monuments and parliamentary representation. All this information is given as concise as possible. They aid pronunciation and show the derivations. Old gazetteers are

extremely valuable and are often consulted for location of places no longer in existence or the names which have been changed. They are often consulted instead of old maps. The old issues also give descriptions and historical information not found in later works. These should, therefore, never be discarded.

Most of the countries possess fairly up to date gazetteers. There are a few standard works comprising the whole world :-

1. Lippincot's New Gazetteers. Lippincot, Philadelphia and London, 1931.

It is a complete pronouncing gazetteer or geographical dictionary of the world, containing most recent and authentic information respecting the countries, cities, towns, resorts, islands, rivers, mountains, seas, lakes, etc, in every part of the world. This includes in one alphabet names of all cities, towns, rivers and other geographical features and gives pronunciation for each name; information about other names by which the place was known, location and altitude. In case of towns, population figures and brief information about local industries, finances, history and education and other industries are given.

2. Longman's Gazetteers of the World. *Edited by* George Goudie Chisholm. Longmans. 1902.

3. Chamber's Concise Gazetteer of the world. Chambers. London, 1914.

These give pronunciation, topography, history and statistics about every town of the world.



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Great Britain has :

Bartholomew, J. G. Survey Gazetteer of the British Isles. 8th. edition. 1932.

It is compiled from the 1921 census although figures of the 1931 census are also given in a separate table, and gives latest statistical and topographical information. It gives, in one alphabetical list, brief accounts of towns, villages, hamlets, seats, shooting lodges, deer forests etc., which have special names, but which would not be included in any ordinary general gazetteer.

### *India.*

1. Imperial Gazetteer of India. new edition, published under the authority of His Majesty's Secretary of State for India in Council. Clarendon Press, Oxford 1906-7. 26 vols.

Vol. 1-4 contain the descriptive, historical economic and administrative accounts of the Indian Empire. Vol. 5 to 24 are gazetteers of the towns of India giving the usual information contained in the gazetteers. Vol. 25 is a general index of names in one alphabet. The last one is an Atlas.

2. Dey, Nand Lal. Geographical Dictionary of ancient and medieval India. 2nd. edition. Bombay. 1919-26.

Each province in India have a gazetteer for each district. These gazetteers are generally divided into two parts, i. e. A and B. Part A gives full details about general description, economic

conditions and administration, history, population, agriculture, rents, wages and prices, forests, mines and minerals, arts and manufactures, commerce and trade, means of communication, famine, administrative divisions, justice, land revenue, miscellaneous revenue, local and municipal government, public works, army, police and jail, education and medical facilities for each district. Part B contains statistical tables relating to the subjects mentioned in part A. More frequent revisions of part B are necessary than the first part as information provided in part A does not change very much and so often.

The Punjab Province possess 55 such gazetteers. The United Provinces of Agra and Oudh have 64 volumes so far. Bombay Presidency have 32 volumes, excluding 3 volumes for the city of Bombay and one for Bombay and Sind. Bihar and Orissa ( these form two provinces now ) have 22 volumes only. The province of Burma ( now separated from India having become a crown colony ) possess 74 volumes while Assam have only six such gazetteers. The province of Bengal have gazetteers on exactly the same plan as the rest of the provinces.

#### *Guide Books.*

Needs of travellers and tourists are best met by guide books. They contain local maps, plans of cities, location of buildings not found in ordinary atlases; descriptive and historical data, information about routes, art galleries, museums and their contents. They provide a great

variety of other information such as money, passports, time, postal information, sports and contain very useful articles on the history and architecture of a country giving at the same time valuable bibliography.

*Baedeker Series* is published in English, French and German languages. The Murray Series comes next and is quite reliable. Blue guides (guides bleues) are published in London by Macmillan and in Paris by Hachette. A French series of guides "*The Guides Madrolle*" published by Hachette, Paris, includes only a few titles but covers subjects not found in *Baedeker* or *Murray*. The Imperial Japanese Government Railways have published an official guide to Eastern Asia comprising of Manchuria and the Chosen, Japan, China and East Indies. The publication is in two volumes and is profusely illustrated.

Admiralty Office of Great Britain has published a series called "*The Handbook of Foreign Countries*" compiled by the geographical section of the Naval Intelligence Division, Naval Staff London, Stationery Office. The handbooks cover Arabia, German East Africa, Greece, Kenya Colony, Libya, Macedonia, Norway and Sweden, Mexico, etc.

Railroad maps and Time-tables generally give valuable and complete indexes of stations, many of which are not shown on other maps or mentioned in gazetteers. The tables of distances are often helpful even after time-tables have gone out of date.

## CHAPTER TWELVE

### DIRECTORIES.

Directories aim to provide addresses of individuals, firms and organisations, to indicate who resides at a given address, to give information about the business activities of firms, supply particulars about societies, and organisations, and to give location of addresses and buildings, both public and private. Often one can obtain topographical and biographical information from them which illustrate the growth of towns or villages. Directories are the simplest to handle from amongst all classes of reference material and are much more used than any other book of reference.

"There are directories of lawyers, manufacturers, physicians, scientists, nurses, even of directors of banks, colleges, schools, hospitals, newspapers, libraries, societies and a hoard of other institutions, associations and persons; but it is the directory of those who live in a city, state or region, that is first in mind when the name is mentioned and that is oftenest found in libraries of all kinds".

General directories cover an area, a town, a province or a country, or a country continent, or the whole of the world. A trade directory deals with every phase of business carried on in a given

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area, country, or even the world. In the latter case they must be selective due to the large area covered. Some directories list only those firms which pay for such services. They do not care to verify the standing of such firms. This type of directory is often misleading and is not reliable. Still there are some which are above reproach. They list firms of standing and importance and in such cases the firms, so listed, do not generally pay for inclusion, yet another type is a professional directory.

The obvious use of a directory is to provide address of a certain person in a particular city. The manufacturer uses it for his direct mail order business. He may need to get addresses of all the electric goods dealers or glass dealers in a particular area. Another person, who desires the address of retailers in a particular type of business, needs a directory. The insurance companies trace out addresses of persons for settling claims after the deaths of their clients. The city directory can furnish data on a city, the names of various cities, province, state and federal officials. All will be found there, as well as a mass of other information.

The trade directories are used from another angle. The manufacturer of a product, known only under his trade name, may be discovered, or the address of a manufacturer whose firm name only is known. This has helped many times in the replacement of some part which was necessary and when the information about the manufacturer

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was limited. The research student can discover from the directories the subdivisions of any industry, particularly the sections of a country in which it is most fully developed. The buyer or the commission agent finds the sources of supplies and a sales manager can find more customers in a given line from the particulars provided by directories. In short, there are hundred and one ways in which directories render help to all classes of peoples.

Every library must have its local directory and must preserve the back volumes for obvious reasons. Directories are very expensive to produce. Their revisions are not sufficiently frequent to give information with accuracy. It is, therefore, desirable to supplement or to verify the information from a local newspaper, proceedings of a local authority and other material.

Regional directories contain lists of officials, clergy, public institutions, parks, police stations and hospitals and their trade sections list firms in an alphabetical subject sequence. Some directories are, in addition to directing to places of residences, give prominence to organisations and institutions and usually supply biographical details in a concise form. Yearbooks, calendars and almanacs supplement the directories, because these publications contain lists or descriptions of institutions, societies and public offices.

In the western countries, besides societies, institutions and other public bodies, a considerable portion of private persons use the telephones as

subscribers. The telephone directory furnishes addresses of all the subscribers. They are, therefore, the quickest means to the discovery of an address, provided the town or area in which the address is sought, is known. These directories are frequently revised, atleast twice in a year. They are more up-to-date than the ordinary regional directories which owing to their prohibitive cost of printing, have far less frequent revisions.

In India as well most of the big business firms and a certain portion of private residents of standing and high officials are on the telephone. The telephone directory, therefore, forms an invaluable selective directory. Sometimes provincial directories of telephones are available.

For United Kingdom telephone directories are bound in five volumes and are divided into many sections and subsections with separate alphabets. London area is in two volumes and in one alphabet. Attempt, at classifying these directories by trades, has been made and trades have been divided by subjects.

*Kelly's Post Office, London Directory* contains a mass of information about the country, e. g. a list of abbreviations, consuls of foreign states in the British dominions, His Majesty's representatives abroad, lists of peers and members of Parliament, useful postal and transport directions, passport regulations etc.

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## DIRECTORIES.

for each district and 60 other towns in England provide complete information.

*Kelly's Directory of merchants, manufacturers and shippers of the world* is in two volumes. First volume lists foreign countries, regionally arranged. Under each country a brief information of a general nature is given. The towns are arranged alphabetically and under each town firms are alphabetically subdivided by trades. Various useful indices are given. The second volume lists Great Britain, the Dominions and colonies. London has a separate section. It is very useful for its directory and contains other useful material. The foreign trade indices in the first volume are useful as they furnish glossaries of foreign trade terms with equivalents in English language.

Kelly's Engineering, hardware, metal and motor trades directory. 1934 to date.

This publication covers the whole of Great Britain, has an index of towns; a separate index for trades and a main entry for each firm under the name of the town subdivided by trades. It has also a classified list of firms each for the London area and the rest of the country.

*Stubb's Directory* has a section for London, arranged alphabetically by trades and professions. The provincial section is arranged by trades and professions subdivided regionally. It has a foreign and colonial section as well.

A useful list of directories will be found in



## REFERENCE ASSISTANCE.

"*Willing's Press Guide*" and "*Classified guide to 1,700 annuals*" by Cannon.

The local lists of voters, although arranged by sheets and consequently of limited utility, supplement the street directories in tracing names and addresses. Enquiries regarding those persons, who once resided in particular areas, can be verified from manuscript material preserved in the local official archives. Local guide books, Who's Who, Yearbooks, and trade periodicals should also be consulted in difficult cases.

Germany has *Deutsches Reichsaddressbuch für Industrie Gewerbe und Handel*. It is a publication in five volumes, the last volume being an index alphabetically arranged by trades and indicates the towns where particular trades are carried on and refer to the appropriate pages. The first four volumes are divided by states, provinces and towns.

France possesses *Annuaire Didot-Bottin Commerce Industrie* and it is in seven volumes. Two volumes are devoted to Paris trades and professions. One gives details of the administrative services of France, industry and commerce, commercial law and marine navigation. Departments and colonies of France cover three volumes. Last volume is in two sections and deals with foreign lands, arranged by trades and regions respectively. Maps and brief descriptions for each are included.

## DIRECTORIES.

### *India.*

1. Thacker's Indian Directory including Burma and Ceylon. Thacker Spink. Calcutta, 1861 to date.

It embraces the Indian Empire, Burma and Ceylon with complete and detailed information about the cities of Delhi, Madras, Bombay, Calcutta, Rangoon, Karachi, Colombo etc., also the provinces and states. It gives information about stamp duties, radios, British Indian money, weights and measures, lists of ruling chiefs, rajas, nawabs and thakurs. It also includes information on all matters, official, military, legal, ecclesiastical, and educational. It lists hospitals, passenger steam ship lines, and airways. It is a directory to the chief industries of India, Burma and Ceylon and includes a classified list of merchants and traders in India, alphabetical lists of European and leading Indian inhabitants, lists of British and foreign merchants with their agents or representatives in India. Sections for British and foreign merchants are also provided.

2. The Times of India Calendar and Directory. Times of India Office, Bombay.

It is a comprehensive annual trade directory of the Bombay Presidency and includes street directory of Bombay, Karachi, Surat, and Poona. It is a classified trade directory and provides full commercial information for Bombay. A classified index for trade directory for buyers is given at the commencement and is followed by a full

## REFERENCE ASSISTANCE.

index to the contents of the work. Civil lists of the central and the various provincial governments are included.

3. Industry Yearbook and Directory. Industry publishers, Calcutta. 1929 to date.

The great marketing book in which commercial and industrial information of India, Burma and Nepal, including lists of industrial and agricultural fairs, has been brought together for every day use and profit with classified trades and industries, newspapers and periodicals of India, Burma and Nepal and technical institutions with prospectuses.

A mass of up-to-date information bearing on trade, commerce and markets of India, Burma and Nepal is given, and each yearly issue contains the latest statistical figures regarding production and agricultural crops, minerals, trades and industries. The 1939 issue gives 22,000 addresses of commercial firms and agents, in a classified alphabetical arrangement. An index and a gazetteer of market places are given at the commencement of the book,

4. Thacker's Directory of the chief Industries of India, Burma and Ceylon. Thacker Spink, Calcutta, 1889 to date.

This work contains full particulars of tea, coffee, rubber, indigo, tobacco and other companies, with their estates and gardens; coal, copper, gold, lead, manganese, bauxite, salt and tin mines;

## DIRECTORIES.

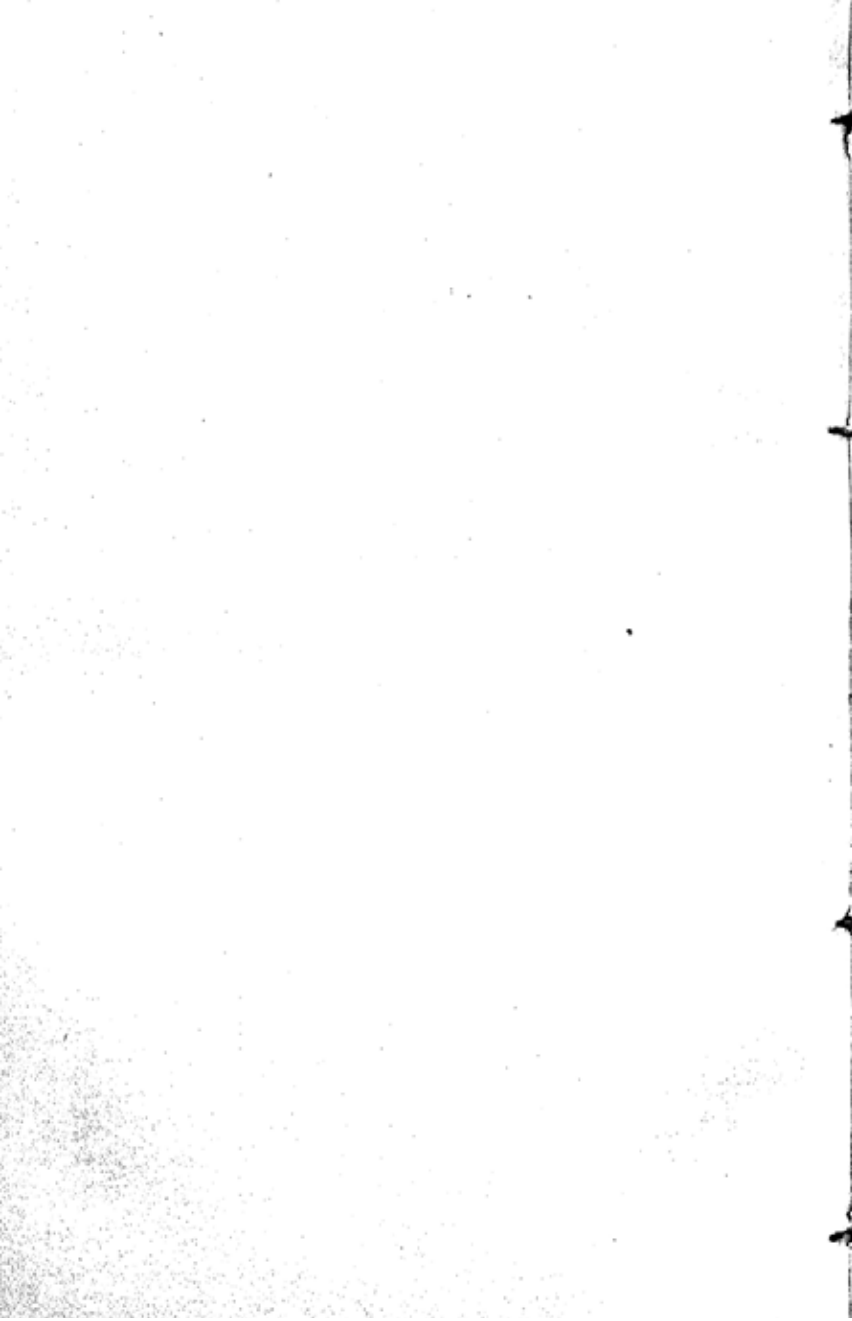
aluminium, asbestos, cement, battery, bone, brush, button, carpet and chemical manufacturers; cotton, flour, jute, oil, paper, rice, silk, sugar, woollen and other mills. An alphabetical index of tea companies and gardens, indigo and sugar concerns, coffee estates, mills, mines, factories etc. is also appended.

5. Directory of Indian goods and industries. Guardian Press, Madras. Revised at irregular intervals.

It contains a list of articles manufacturd in India, where they are made and where they are available. It is divided into two parts and trades are listed regionally in alphabetic arrangement. An alphabetical index each for articles, places and addresses of firms is given at the end.

6. Directory of the United Provinces of Agra and Oudh. Trade and Commerce; edited by S. P. Saksena. Commercial Publishing Company, Lucknow, 1937.

The directory deals exclusively with the United Provinces. Big and large scale industries as well as small and village industries are surveyed by districts. The market towns and periodical fairs are given in a classified list. Full information on means of communication, agriculture, industries, and markets is available. Twelve appendices give detailed information on posts and telegraphs, shipping, weights and measures, units of sale of commodities, Indian trade terms, names of technical institutions, a directory of newspaper and periodicals. A classified trade index, subdivided regionally, is also included.



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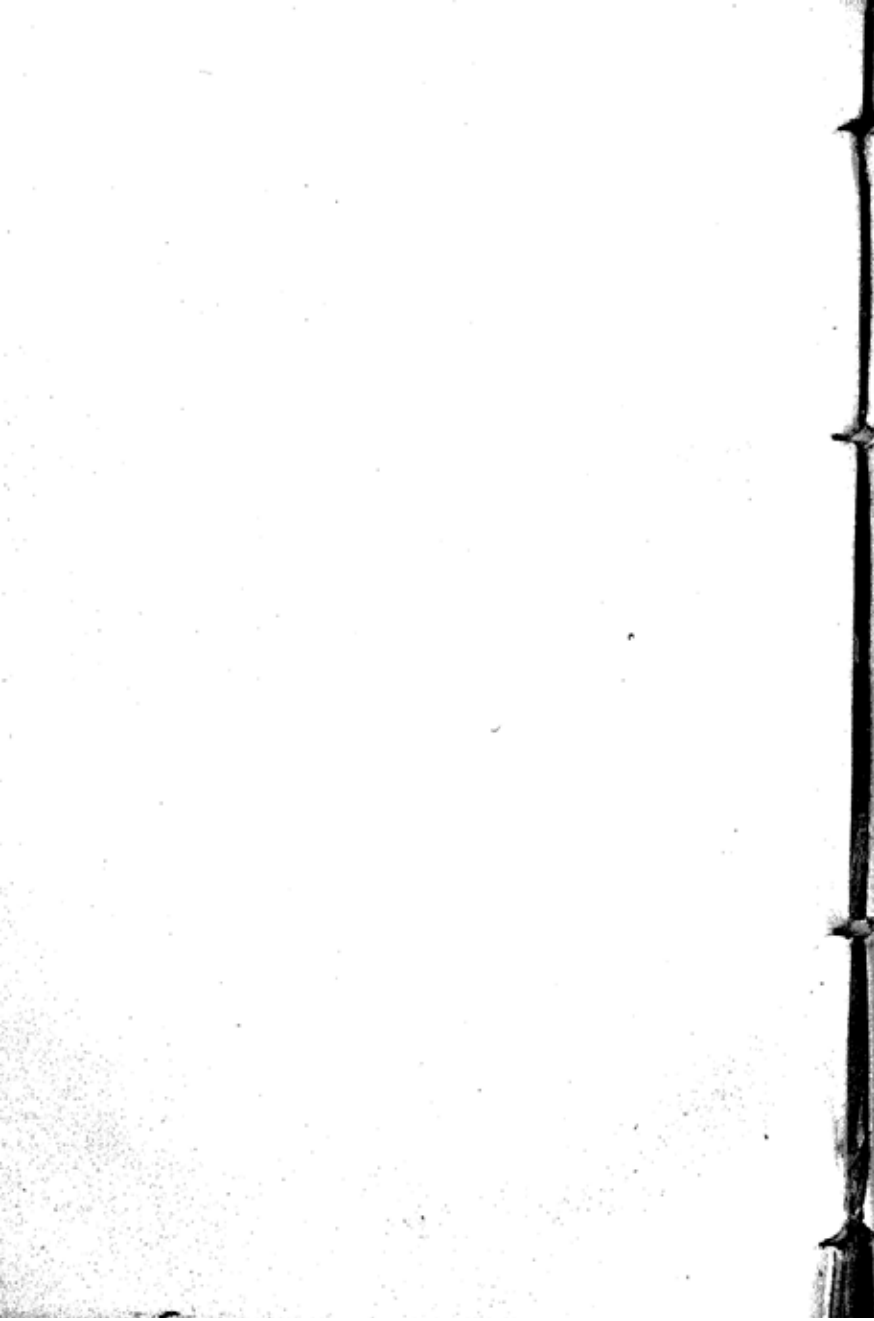


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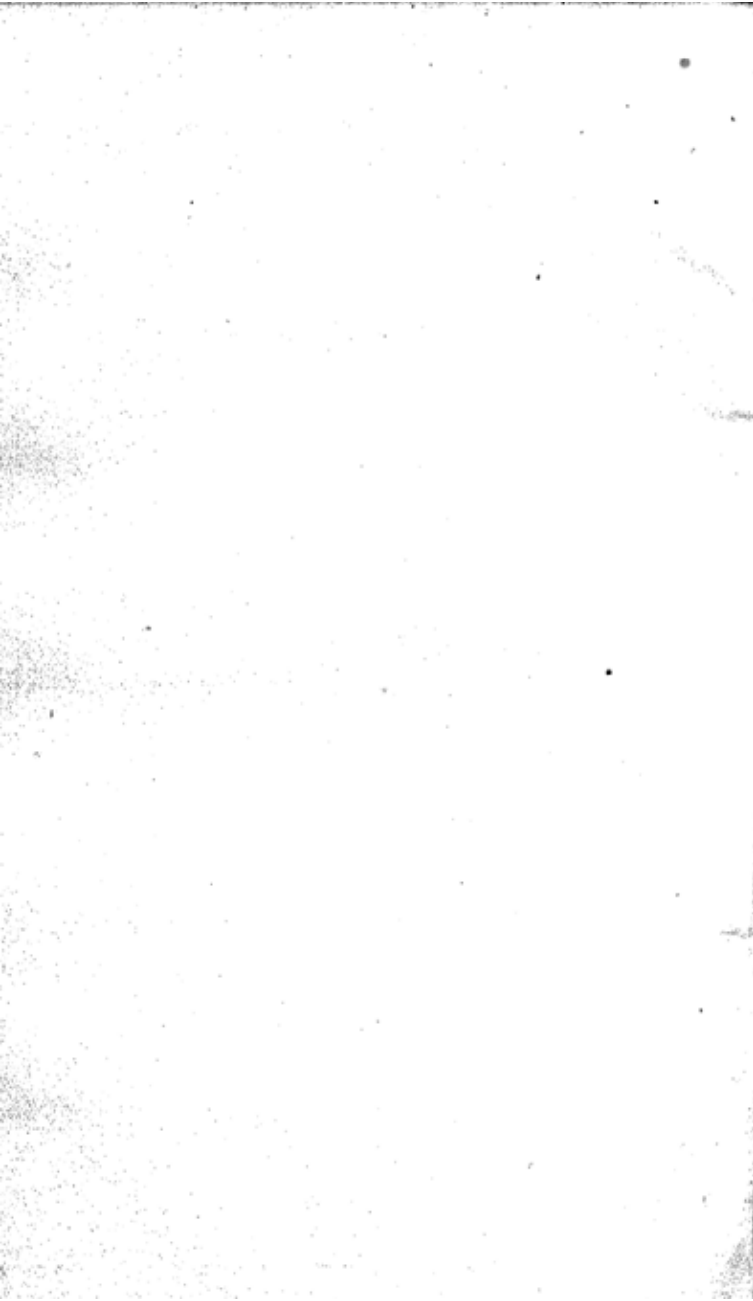
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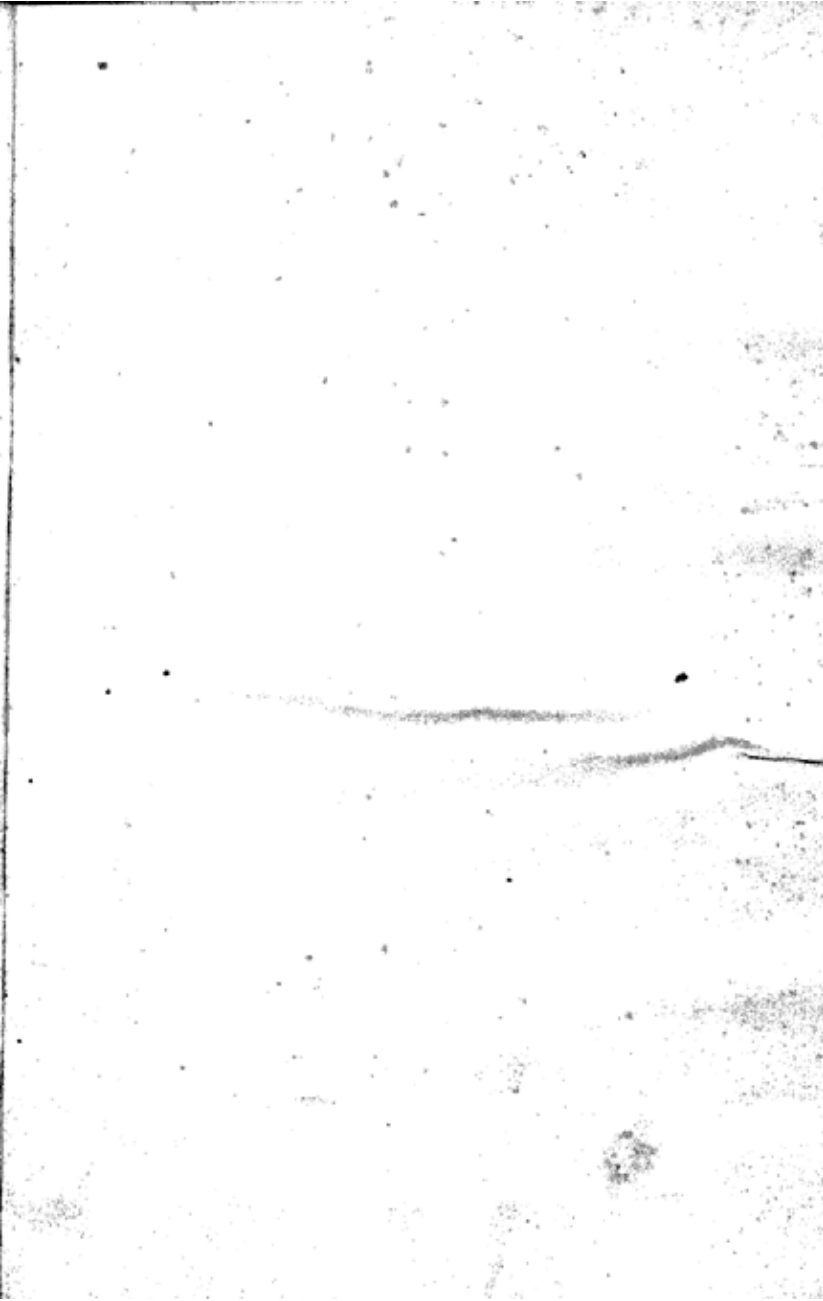
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